

Par.1. Material **Transmitted and Purpose** – Transmitted with this Manual Letter are changes to Service Chapter 430-05 SNAP. This manual letter also incorporates changes made with:

- Amended IM 5168 PARIS with attachments
- IM 5171 Failure to Comply with Work Registration
- IM 5174 Felony Drug Conviction Disqualifications
- IM 5180 Updated IPV Procedures
- IM 5185 Annual Changes in SNAP

Par. 2. **Effective Date** – This manual letter is effective for all new applications and reviews received on or after November 1, 2013 unless otherwise indicated. For ongoing cases the changes must be made at next desk review or at the next certification review, whichever occurs first.

Items that include a change in policy are indicated. All other items are corrections or clarifications.

This manual letter also includes the SNAP ARRA (American Recovery and Reinvestment Act) sunset. The sections affected are not included as part of this manual letter cover. All SNAP cases will be unauthorized for the benefit month November 2013 to reflect these mass changes. Adequate notice must be provided. The mass changes include the follows:

- Changes to the Thrifty Food Plan

Maximum Monthly allotments  
November 1, 2013 to September 30, 2014  
(Allotments after ARRA Sunset)

Household Size	48 States and DC	
1	\$200	\$189
2	\$367	\$347
3	\$526	\$497
4	\$668	\$632
5	\$793	\$750
6	\$952	\$900
7	\$1,052	\$995
8	\$1,202	\$1,137
Each Additional Person	\$150	\$142

- Changes to the Minimum Benefit Amount

Minimum SNAP Allotments  
November 1, 2013 to September 30, 2014

Household Size	48 States and DC	Guam	U.S. Virgin Islands
1-2	<del>\$16</del> \$15	<del>\$24</del> \$22	<del>\$21</del> \$19

This manual letter also includes the SNAP 2014 Cost of Living Adjustments (COLAS) included in IM 5185 that was issued August 29, 2013. The sections affected are not included as part of this manual letter cover. These changes include an:

- Increase in the 200% and 130% Gross Income Limits and 100% Net Income Limits and Companion Households
- Increase in the standard deduction for a household size of:
  - 1-3 from \$149 to \$152
  - 4 from \$160 to \$163
  - 5 from \$187 to \$191
  - 6+ from \$214 to \$219
- Increase in the maximum shelter deduction from \$469 to \$478.
- Increase in the mandatory utility standards:
  - HLSU from \$569 to \$590
  - LUSA from \$211 to \$217
  - MU from \$175 to \$181
  - TL remains \$36
- Reference to Simplified Reporting verses change reporting has been removed from the manual because all cases are subject to Simplified Reporting Policy.

### **Definitions 430-05-10**

1. 430-05-10 Definitions. This policy section is being updated to include the definition of Public Assistance Reporting Information System (PARIS).

#### **PARIS (Public Assistance Reporting Information System)**

The Public Assistance Reporting Information System (PARIS) is a computer data matching and information exchange system administered by the

Department of Health and Human Services (DHHS) and Administration for Children and Families (ACF). This system provides states with a tool to improve program integrity and administer Public Assistance and Medicaid Programs. PARIS is designed to match state enrollment data from TANF, SNAP and Medicaid Programs with data from other participating states and from a select group of federal databases.

### **Application Processing 430-05-20**

2. 430-05-20-50-20-15 Delays in Processing. This policy section is being updated to include when to apply expedited processing standards. Clarification was also added concerning situations when the client fails to sign the SFN 385 – Affidavit for SNAP Work Requirements or the SFN 353 Affidavit for BEST Registrants at application.

### **Delays in Processing 430-05-20-50-20-15**

When eligibility and an opportunity to participate within 30 days following the date of application is delayed, responsibility for the delay must be determined.

Determining cause for the delay dictates what action (deny or pend) must be taken on the case and whether or not the household is entitled to benefits retroactive to the date of the application.

#### **Delays Caused by the County**

When a delay in the initial 30-day determination period is caused by the county:

1. Do not deny the application.
2. Notify the household by the 30<sup>th</sup> day following the application date that the application is pending and state the reason.

If the household is found eligible during the second 30 - day period, provide retroactive benefits to the date of application.

**Delays Caused by the Household**

If a household has failed to complete any part of the application process within the initial 30 - day period, the delay is the fault of the household if the worker must deny the application using the appropriate notice. However, the worker took must have taken the following actions: ~~before a delay is caused by the household:~~

1. Failure to Complete the Application Form: The worker must have offered, or attempted to offer, assistance in completion of the application form.
2. Failure of Household Member(s) to Register for Work: The worker must have informed the household of the need to complete SFN 385 - Affidavit for SNAP Work Requirements or SFN 353 - Affidavit for BEST Registrants and given the household at least 10 days from the date of notification to register household members.
3. Failure to Provide Required Verification: The worker must have:
  - a. Provided the household with a statement of required verification, **and**
  - b. Offered to assist the household in obtaining required verification, **and**
  - c. Allowed the household at least 10 days from the date of request to provide the missing verification.

If it is determined the delay is the fault of the household, the worker must deny the application using the appropriate notice.

**Exceptions:**

- 1. If an individual in the household fails to comply with work registration requirements and the remaining household members are otherwise eligible, the application can be approved with the noncomplying individual's participation as DW.**

**2. If the household fails to provide verification of expenses, the review is processed without the unverified expenses.**

4. For households that have failed to appear for an interview, the worker must have sent the F018 – Notice of Missed Interview. If the household failed to schedule a second interview or a subsequent interview is postponed at the household's request or cannot be rescheduled until after the 20th day but before the 30th day, the household must appear for the interview, bring verification and register members for work by the 30th day otherwise the delay is the fault of the household.

If the household fails to appear for the interview or bring provide the needed verification (other than expenses) or register members for work by the 30th day, the application must be denied. If the required action is taken after the 30th day but before the 60th day following the date of application, the same application form is used and registered as a new application. The application date is the date required action was completed as benefits are prorated from that date and expedited processing standards may apply.

5. If the household has failed to appear for the first interview and a subsequent interview is postponed at the household's request until after the 30th day following the date of the application, the delay is the fault of the household.

The application must be denied on the 30th day. If the household appears for the interview after the 30th day but before the 60th day following the date of application, the same application form is used and registered as a new application. The application date is the date required action was completed as benefits are prorated from that date and expedited processing standards may apply.

~~If the household takes the required action within 60 days following the date of application, the household will receive benefits for the second 30 days only. The same application form is used and registered as a new application. The application date is the date required action was completed as benefits are~~

~~prorated from that date and expedited processing standards may apply.~~

**Examples:**

- 1. A household's application was denied for failure to provide verification (other than expenses) on May 17 (30th day). On June 10 the household provides the requested verifications. The application that was denied must be registered with a benefit start date of June 10.**
- 2. Household applies for benefits on January 3rd and is scheduled for an interview on January 10th. The household fails to show for the interview and the F018 Notice of Missed Interview is sent on January 14th. The application is denied on February 2nd (the 30th day) for failure to complete the interview.**

**On February 22nd the household contacts the county and requests an interview. The application must be screened for expedited service and if the household is eligible an interview must be scheduled no later than the 3rd calendar day (February 25th) following the date the application is filed.**

**The interview is scheduled for February 25th and the January 3rd application is used for this request. If expedited, and the household is eligible, benefits are prorated from the interview date, postponing all verifications not received, with the exception of identity.**

**If not expedited, the application is registered effective with the interview date, CURRENT additional verifications are required and an F301 pending notice is sent to the household. The household has 30 days from the interview date (March 27th) to provide the verifications needed. If**

**the household is eligible, benefits are prorated from the interview date. If the household fails to provide the verifications, the application is denied on March 27th. If the household is interested in future benefits, a new application is required.**

- 3. Household applies for benefits on January 3rd and is scheduled for an interview on January 10th. The household fails to show for the interview and the F018 Notice of Missed Interview is sent on January 10th. The application is denied on February 2nd for failure to complete the interview.**

**On February 22nd the household contacts the county and requests an interview. The application must be screened for expedited service at that time using the January 3rd application and obtaining current information from the household. If the household is eligible for expedited service, an interview must be scheduled no later than the 3rd calendar day (February 25th) following the date the application is filed postponing all verifications not received, with the exception of identity. If the household is eligible, benefits are prorated from the interview date.**

- 4. Household applies for benefits and is denied on the 30th day for failure to provide information.**

**Sometime during the second 30 days, (within 60 days from the application date), the household provides verification of some but not all of the verifications previously requested. In this instance, the original application is not re-registered as not all verifications requested have been provided. If the household is interested in future benefits, they must provide all of the verifications or reapply.**

5. **Household applies for benefits and is denied on the 30th day for failure to provide verification of income and expenses. Sometime during the second 30 days, the household provides verification of income, but ~~nenses~~ not the expenses previously requested. In this instance, the original application is not re-registered as not all verifications requested have been provided. If the household is interested in future benefits, they must provide ALL of the verifications within the second 30 days (by the 60th day following the date of the original application) or reapply.**

### **Households with Special Circumstances 430-05-30**

3. 430-05-30-40 Students in Higher Education. This policy section is being clarified to change when an exemption may be allowed for an individual with a child under the age of six residing in their household. The child must be residing with the individual but does not need to be in the same the SNAP household. **This is a change in policy.**

### **Students in Higher Education 430-05-30-40**

A student is an individual enrolled in an institution of higher education at least halftime.

This section does **not apply** to individuals:

- Under the age of 18 (through the month the individual turns 18)
- Age 50 or older (effective the month an individual turns 50)
- Physically or mentally unable to work.

If an individual claims that they are physically or mentally unable to work and it is not evident, verification is required. Verification may consist of an application for or receipt of temporary or permanent disability benefits issued by a government or private source, individuals who are accepted and



actively involved in services through Vocational Rehabilitation, including Veteran's Vocational Rehabilitation a statement from a physician, or a statement from a licensed or certified psychologist.

- Attending high school or working to obtain a GED.
- Participating in on-the-job training programs, including refugee training programs
- Not attending school at least half-time.
- Enrolled full-time in a school or training program which is not an institution of higher education.

Student status applies to individuals:

- Between the ages of 18 and 50.
- Physically or mentally able to work.
- Enrolled at least half time in an institution of higher education (defined by the institution).

Students that have purchased a meal plan for more than half of their daily meals are not eligible to participate. This includes students living on or off campus.

Student status must be verified (class schedule or other verification from the institution). A student **is ineligible** to participate and considered a non-household member (OU) **unless** they comply with one of the following eligibility requirements:

1. Employed a minimum of 20 hours per week averaged monthly and paid for such employment. If an individual is self-employed, they must be employed a minimum of 20 hours per week averaged monthly and receive weekly earnings at least equal to the Federal minimum wage multiplied by 20 hours.

2. Approved for state or federally financed work-study for the school term and the student must anticipate actually working during that time. School term is defined as the school year for this provision.

The exemption begins with the month the school term begins or the month work-study is approved, whichever is later. The exemption will continue until the end of the month the school term ends or it becomes known that the student has refused an assignment.

The exemption does **not** continue between terms when there is a break of a full month or longer unless the student is participating in work-study during the break.

3. Physically responsible for the care of dependent household member(s) under the age of six residing with the household. The dependent household member(s) **do not** need to be participating in the same SNAP household. Only one member may claim an exemption as the primary person responsible for the care of dependent(s) when the responsibility is shared.

The exemption for the primary care giver can be changed during the household's review period.

**Example:**

**A household consists of a single parent and her seven year old child, as well as two foster children, ages three and five. Mom has elected to exclude the foster children from her SNAP household. The income and resources of the foster children are not counted in the SNAP budget and the children are not included in the household size determination.**

**Mom is a full time student and considered and ineligible student as she is not employed 20 hours per week averaged monthly or participating in a state or federally financed work study program during the regular school year. However, because there is a child under the age of six residing in the household, she is exempt from the student criteria and considered and eligible student.**

4. Physically responsible for the care of dependent household member(s) who have reached the age of six but are under age 12, where the worker has determined that adequate child care is not available to enable the student to attend class and comply with the work requirements required to be considered an eligible student. The dependent household member(s) **do not** need to be participating in the same SNAP household but **must be residing with the household.** Availability of adequate child care must be made on a case-by-case basis. Only one member may claim an exemption as the primary person responsible for the care of dependent(s) when the responsibility is shared.

**Example:**

**A household consists of mom, dad, and their eight year old child. Dad is employed full-time, and mom is a full-time student. Mom is considered an ineligible student as she is not employed 20 hours per week averaged monthly or participating in a state or federally financed work study program during the regular school year. However, because adequate child care is not available, she is exempt from student criteria and considered an eligible student.**

The exemption for the primary care giver can be changed during the household's review period.

5. A **single** parent enrolled in an institution of higher education on a full-time basis (as determined by the institution) and is responsible for the care of a dependent child under age 12.

This provision applies in those instances where only one natural, adoptive, or stepparent (regardless of marital status) is in the same SNAP household as the child.

**Example:**

**A household consists of mom, her boyfriend, and her eight year old child. Mom is a full-time student and may qualify for eligible student status as her boyfriend is not the father of the eight year old child.**

If no natural, adoptive, or stepparent is in the same household as the child, another single full-time student in the same SNAP household as the child may qualify for eligible student status under this provision if they have parental control over the child and is not living with their spouse.

6. Receiving benefits from TANF or participating in the JOBS Program.
7. Attending an institution of higher learning through or in compliance with the following: a program under the Workforce Investment Act (WIA) of 1998, an employment and training program under the Food and Nutrition Act, a program under Section 236 of the Trade Act of 1974. WIA and programs under the Trade Act of 1974 are administered by Job Service and can be verified by contacting that office.
8. Attending an institution of higher learning through or in compliance with the following: a program for the purpose of employment and training operated by a state or local government as determined appropriate by the State (none in North Dakota).

### **Reviews 430-05-35**

4. 430-05-35-20-10 – Timely Application for Review. This is policy section is being updated to clarify the exceptions for one or two month review periods.

#### **Timely Application for Review 430-05-35-20-10**

An application for review is considered timely when it is filed by the 15<sup>th</sup> day of the last month of the review period and the following completed by the last day of the household's current review period.

1. An interview completed if required; and
2. All required verifications received.

When all of these conditions are met, eligibility must be determined by the end of the current review period for the new certification period and the appropriate notice sent by the last day of the review period.

**Exceptions - Households Assigned One or Two Month Review Periods**

**Households certified for one month, and households certified for two months when the application for review is processed in the second month, are allowed 15 days from the mailing date on notices F100 - Expedite Approval - 1 Month - Postponed Verification or the F101 - Expedite Approval - 2 Month - Postponed Verification to timely file an application for review. If the household files their review within 15 days of the mailing date, the review must be registered the 1st of the month and benefits are not prorated.**

**If the household has completed the interview, provided all verifications, and is eligible, benefits must be made available no later than 30 days after the last issuance. This could include an application for review that is received after the household's current review period has expired.**

**If the review is not filed timely or the interview and verifications are not provided within 30 days of the last issuance, the review must be processed within 30 days after the review was filed by the household.**

**Example - One month review period assigned:**

**A household was certified for May on May 10 and issued May benefits on May 11. Notice F100 dated May 11 was sent to the household. The household timely reapplies for June (prior to May 26), is interviewed, provides all mandatory verifications (prior to June 10), and is found eligible. June benefits must be made available to the household no later than June 10 (30 days after the last issuance).**

**Example - Two month review period assigned:**

**A household was certified for April and May on April 25 and issued benefits for April on April 26 with postponed verification. Notice F101 dated April 26 was sent to the household. The household provides the postponed verification on May 7. May benefits must be issued by May 12.**

**The household timely reapplies for June within 15 days (on or before May 10) is interviewed and provides all mandatory verifications (prior to June 11) and found eligible. June benefits must be made available to the household no later than June 11 (30 days after the last issuance) and are not prorated.**

**The worker must revert the case to open, NEXT to CLIR and use function 3, enter the case, office, unit and caseload number and enter off the screen. In this instance, the worker must register the application for review with a benefit start date of June 1 on the REAP screen.**

5. 430-05-35-20-20 Delays in Processing. This policy section is being updated to include when to apply expedited processing standards. Clarification has been added concerning situations when the client fails to sign the SFN 385-Affidavit for work requirements or the SFN353 - Affidavit for BEST Registrants at review.

### **Delays in Processing 430-05-35-20-20**

When a household files an application for review before the end of its current review period and takes the required action after the end of the current review period, responsibility for the delay must be determined.

Determining cause for the delay dictates what action (deny or pend) must be taken on the case and whether or not the household is entitled to benefits retroactive to the date of the application for review.

**Delays Caused by the County**

When a delay in the review determination period is caused by the county:

1. Do not deny the application for review.
2. Notify the household by the 30<sup>th</sup> day following the date of the application for review that it is pending and state the reason.

If the household is found eligible during the second 30-day period, provide retroactive benefits back to the date the review period should have begun.

**Delays Caused by the Household**

If a household has failed to complete any part of the review process within 30-days of receipt of the application review, the delay is the fault of the household if ~~the worker must deny the application for review using the appropriate notice. However,~~ the worker took ~~must~~ have taken the following actions: ~~before a delay is caused by the household:~~

1. Failure to Complete the Application for Review: The worker must have offered, or attempted to offer, assistance in completion of the form.
2. Failure of Household Member(s) to Register for Work: The worker must have informed the household of the need to complete SFN 385 – Affidavit for Work Requirements or SFN 353 - Affidavit for BEST Registrants and given the household at least 10 days from the date of notification to register household members.
3. Failure to Provide Required Verification: The worker must have:
  - a. Provided the household with a statement of required verification; **and**

- b. Offered to assist the household in obtaining required verification; **and**
- c. Allowed the household at least 10 days from the date of request to provide the missing verification.

If it is determined the delay is the fault of the household, the worker must deny the review using the appropriate notice.

**Exceptions:**

**1. If an individual in the household fails to comply with work registration requirements, the individual is disqualified and if the remaining household members are otherwise eligible, the review can be approved with the noncomplying individual's participation as DW.**

**2. If the household fails to provide verification of expenses, the review is processed without the unverified expenses.**

- 4. For households that have failed to appear for an interview, the worker must have sent the F018 - Notice of Missed Interview. If the household failed to schedule a second interview or a subsequent interview is postponed at the household's request or cannot be rescheduled until after the 20th day but before the 30th day, the household must appear for the interview, bring verification and register members for work by the 30th day; otherwise the delay is the fault of the household.

If the household fails to appear for the interview or provide the needed verification (other than expenses) ~~or register members for work by the 30th day~~, the review must be denied. If the required action is taken after the 30th day but before the end of the month following the last month of the review period, the same Application for Review form is used and registered as a ~~new application~~ review received after expiration of the review period. The



application date is the date required action was completed as benefits are prorated from that date and expedited processing standards may apply.

5. If the household failed to appear for the first interview and a subsequent interview is postponed at the household's request until after the 30th day following the date of application for review, the delay is the fault of the household.

The review must be denied on the 30th day. If the household appears for the interview after the 30th day but before the end of the month following the last month of the review period, the same Application for Review form is used and registered as a new application. The application date is the date required action was completed as benefits are prorated from that date.

If the household takes the required action by the end of the month following the last month of the review period, do not require a new application. The same Application for Review form is used and registered as a ~~new application~~ review received after expiration of the review period. The application date is the date required action was completed as benefits are prorated from that date and expedited processing standards may apply.

### **Examples:**

1. **A household certified through April 30<sup>th</sup> files an application for review on April 17 for May. The application is denied for failure to provide verification (other than expenses) on May 17 (30<sup>th</sup> day). If the household provides the verification after May 17 but on or before May 31, the application for review that was denied must be registered with a benefit start date equal to the date the verifications were provided.**

**If the household provides the verifications on June 1 or later, the household must file a new application.**

- 2. A household certified through February 28<sup>th</sup> files an application for review on February 17 for March. The application is denied for failure to provide verification (other than expenses) on March 19 (30<sup>th</sup> day). If the household provides the verification after March 19 but on or before March 31, the application that was denied must be registered with a benefit start date equal to the date the verifications were provided.**

**If the household provides the verifications on April 1 or later, the household must file a new application.**

- 3. Household files an application for review on January 25<sup>th</sup> for February benefits and an interview is scheduled for February 1<sup>st</sup>. The household fails to show for the interview and the Notice of Missed Interview is sent on February 2<sup>nd</sup>. The review is denied on February 24<sup>th</sup> for failure to complete the interview.**

**On March 15<sup>th</sup>, the household contacts the county and requests an interview. Because the review period ended January 31<sup>st</sup> delays in processing do not apply. If the household is interested in future benefits, a new application is required.**

- 4. Household files an application for review on January 28<sup>th</sup> for February benefits. No interview is required for this review and the F301 pending notice is sent to the household requesting verification of January income. The household fails to respond to the pending**

**notice and the review is denied on February 28th for failure to provide information.**

**On March 22nd the household provides verification of January income. Because the review period ended January 31st, delays in processing do not apply. If the household is interested in future benefits, a new application is required.**

- 5. Household files an application for review on March 1st for March benefits and an interview is scheduled for March 11th. The household fails to show for the interview and the notice of missed interview is sent on that date. On March 25th, the household contacts the county and requests an interview. The household is interviewed on March 28th and the application is pended for verification of income. On March 31st (30th day) the review is denied for failure to provide information.**

**Because the review period ended February 28th, delays in processing do not apply. If the household is interested in future benefits, a new application is required.**

- 6. 430-05-35-20-30 – Review Use for the Beginning Months. This is a new policy section added to address the processing of beginning months for a review.**

#### **Review Use for Beginning Months 430-05-35-20-30**

A review may be used to process one, two or up to three months of the new review period. In order to process the review, mandatory verifications are required for all beginning months. When a household is interviewed and anticipates changes in the second or third beginning months, the review must be pended for verification of those changes. If the household fails to provide verification necessary to process all

beginning months, the review must be denied for failure to provide verification.

Because of anticipated changes, a household may be eligible for the first month of the review period or first two months of the review period (if processing in the second month), but ineligible for the following months. In this instance the worker must process the review, approve benefits and send an approval notice for the first month or first and second beginning months.

The worker must then enter the anticipated changes for the second or third beginning month (if processing in the second month) and issue a closing notice. This must be done on the same day the first month is processed to avoid sending a 10-day advance notice. If the second or third beginning month (if processing in the second month) is not processed on the same day as the first month, a 10-day advance notice is required to close the case.

A household may be eligible for a zero benefit due to proration for the first month of the review period. The worker must approve the review and a zero benefit must be authorized.

If the first month of the review period is denied a new application is required.

**Examples:**

- 1. A household files a review due in June on June 28. During the interview on July 3<sup>rd</sup>, the household reports and verifies they will have no income in the month of August. The review is processed for July using the verified anticipated income and the income is removed when processing August benefits.**
- 2. A household files a review due in June on June 28. During the interview on July 3<sup>rd</sup>, the household reports and verifies they will have a new source of income in the month of August. (The review is processed for July and the verified new source income is added when processing August benefits.) If July and August are not**

**processed on the same day, a ten day advanced notice is required to decrease August benefits.**

7. 430-05-35-30-30 – Processing a Review When No Interview is Required. This policy section has been updated to address situations when the client fails to sign the SFN 385- Affidavit for SNAP Work Requirements or the SFN 353 – Affidavit for BEST Registrants at review.

**Processing a Review When No Interview is Required**

When a household files an application for review and there is no interview required, the worker must document the date the application for review was filed by recording the date it was received by the county. The worker must then examine and explore each section of the application for review.

1. If the application for review is incomplete or mandatory verifications were not provided, the worker must register the application for review and return a copy of the incomplete application to the household highlighting the areas not completed.

If the application for review is not signed, the application for review cannot be registered. The original application for review must be returned to the household for signature.

The application for review is considered complete when:

- The household answers all questions that are appropriate and provides all requested information.
- Signed by a responsible member of the household or authorized representative.
- Mandatory verifications including verification of a full month's earned and unearned income from the base

month or processing month if available is included. If a pay stub is missing, year to date totals can be used to calculate the income.

- The SFN 385 – Affidavit for SNAP Work Requirements or SFN 353 - Affidavit for BEST Registrants is complete for all household members required to work register.
2. Send the F301 – Additional Information notice to the household. The notice must indicate that the application for review is being returned for completion, if not complete, and to request mandatory verifications not provided with the application for review. Mandatory verifications include a full month's earned and unearned income from the base month or month of review.
  3. If the completed application for review is not returned, the worker must send the F201 – Failure to Provide Information notice to the household no later than 30 days following the date the application for review was filed. If the 30th day falls on a weekend or holiday, the application for review must be denied on the next working day following the 30th day.

**Exception: If an individual in the household fails to comply with work registration requirements, the individual is disqualified and if the remaining household members are otherwise eligible, the review can be approved with the noncomplying individual's participation as DW.**

If the application for review is complete and all verifications are provided, the worker must process the review as follows. If a household reports a change after filing the review but prior to the review being processed, the change must be acted on.

1. Register the application for review.
2. Compare information with what is in previous case records.

3. Review utility expenses to determine appropriate utility standard.
4. Review averaged expenses such as homeowner's insurance, taxes, medical expenses.
5. Check FACSES and New Hire.
6. Copy MOIA (Monthly Inquiry Authorization) screens (Function 3 on MOMM menu) for the last benefit month. Compare MOIA to the application for review noting reported changes.
7. Read the last narrative.
8. Check case alerts.
9. Review the last application or application for review.
10. Check DIRE to see if there are any outstanding claims.
11. Complete the application for review and authorize benefits.
12. Send the appropriate review notice.
13. Write the narrative.

### **Work Requirements for Participation 430-05-40**

8. 430-05-40-10 – Exemptions from Work Requirements. This policy section is being updated to change when an exemption may be allowed for an individual with a child under the age of six residing in the household. The child must be residing with the individual but does not need to be in the same SNAP household. **This is a change in policy.**

## Exemptions from Work Requirements 430-05-40-10

The following individuals are exempt from the work requirements (client statement is acceptable unless questionable):

1. Individuals age 60 or older. If an individual turns age 60 during the month of application, they are exempt.

2. Individuals younger than 16 years of age.

If an individual reaches their 16th birthday and they are not exempt, they must register as part of the next scheduled review.

3. Individuals age 16 or 17 if:

- a. Not the primary individual, or
- b. Attending school, or
- c. Enrolled in an employment or training program at least half-time.

4. An individual enrolled at least **half-time** in high school, in any recognized school, training program, or institution of higher education. Individuals working to obtain their GED are also exempt.

An individual remains **exempt** during normal periods of class attendance, vacation, and recess.

If an individual graduates, is suspended or expelled, drops out, or does not intend to register for the next normal term (excluding summer school), they are no longer considered a student and are not exempt.

### Examples:

1. **An individual who graduates from high school in May and anticipates or is accepted for the**



**fall semester in an institution of higher education is not considered a student until the first day of the school term and is not exempt from the work requirements.**

- 2. An individual, who has not attended the prior school term but anticipates or is accepted for the next term, is not considered a student until the first day of the school term and is not exempt from the work requirements.**
5. Individuals physically or mentally unable to work. If the physical or mental incapacity is obvious and known to the worker, it should be documented in the case file and no further verification is needed.

If the physical or mental incapacity is not obvious or known to the worker, verification is required.

**Examples:**

- 1. A physician's statement.**
- 2. A statement from a licensed or certified psychologist or psychiatrist.**
- 3. Application for, receipt of, or entitlement to temporary or permanent disability benefits.**
- 4. Individuals who are appealing a SSA or SSI denial.**
- 5. Individuals who are accepted and actively involved in services through Vocational Rehabilitation as verified by Vocational Rehabilitation.**

6. An individual subject to and complying with the TANF JOBS work compliance requirement, including the Tribal Work Experience Program (TWEP).

**Examples:**

1. **A TANF ineligible caretaker who is not a parent is not subject to the TANF JOBS work compliance requirements so they are subject to the SNAP work requirements.**
  2. **If a non-recipient parent is subject to and complying with JOBS, such as a parent who is disqualified due to IPV or non-compliance with Child Support Enforcement, they are exempt from the SNAP work requirements.**
7. A parent or other household member responsible for the care of a dependent child under six or an incapacitated individual residing with the household who is a member of the SNAP household. The dependent household member or incapacitated individual **do not** need to be participating in the same SNAP household. Only one member may claim an exemption as the primary person responsible for the care of dependents when the responsibility is shared.
- If the child's sixth birthday is reached within a review period, the individual responsible for the child's care must register as part of the next regular review process unless otherwise exempt.
- The exemption for the primary care giver can be changed during the household's review period.
8. Individuals who are in receipt of unemployment compensation including Railroad Unemployment Benefits or one who has applied for, but has not yet started to receive unemployment compensation. If the eligibility is questionable, verification must be obtained.

9. A **regular** participant (whether in or out-patient) in a drug addiction or alcohol treatment and rehabilitation program.
10. Individuals who are employed and working at least 30 hours weekly (can be averaged) or receiving weekly earnings at least equal to the federal minimum wage multiplied by 30 hours. This includes:
  - a. Self-employed individuals who are certified for one year when the worker determines that the employment constitutes a full-time job.
  - b. Individuals receiving a training wage. The training wage must be substituted for the applicable federal or state minimum wage when determining if the individual is exempt from work requirements.
  - c. State certified individuals who home school their children a minimum of 30 hours per week. For State certification, the school district must have certified the individual to do home schooling.
  - d. Individuals who, by contract, derive their annual income in a period of time shorter than one year.

If an individual is NOT an ABAWD and NOT exempt from the work requirements at the time of initial application or review, the individual is required to register for work by completing the SFN 385 – Affidavit for SNAP Work Requirements or SFN 353 - Affidavit for BEST Registrants at the time of application and review. The individual is not required to work register again for 12 months

9. 430-05-40-45 – Job Opportunities and Basic Skills (JOBS) and Unemployment Compensation. This policy section is being updated to remove the exception of UIB.

### **Job Opportunities and Basic Skills (JOBS) and Unemployment Compensation 430-05-40-45**

The following provisions apply to both [BEST](#) and non-BEST counties.

An individual in receipt of TANF or an individual in receipt of UIB is disqualified from SNAP for failure to comply with JOBS/Tribal NEW/Pathways to Work or UIB requirements. Based on discussion with the State Job Service Office and requirements for receipt of unemployment benefits, there is no failure to comply with UIB requirements. The individual simply does not receive a benefit.

**Exceptions:**

- 1. If an individual is exempt from the SNAP work requirements for a reason other than receipt of TANF. ~~or UIB.~~**
- 2. When an existing uncured sanction is bypassed for Diversion months and the sanctioned individual's needs are included in the Diversion Assistance benefit, the individual must be included in the SNAP benefit. If the existing sanction is processed when a TANF application is entered after the Diversion Assistance case closes and the individual is subject to the sanction for TANF, the disqualification applies for SNAP.**

**Example:**

**A TANF/SNAP household includes an individual who is sanctioned for TANF and as a result is disqualified for SNAP and the gross TANF grant is counted in determining eligibility and level of benefits for SNAP. The TANF case closes. The SNAP case continues and the individual remains DW for SNAP and the TANF grant is removed.**

**The household re-applies for TANF and is eligible for Diversion Assistance. The sanctioned individual's needs are included in the Diversion Assistance grant. Since the individual is eligible for Diversion Assistance the disqualification for SNAP must be ended and the individual included in the SNAP case. The Diversion Assistance grant is counted for SNAP.**

**The Diversion Assistance case closes. The household reapplies for TANF and the individual is ineligible for TANF because of the outstanding JOBS sanction. The individual must be disqualified for SNAP.**

If a Pay After Performance individual fails to comply with JOBS/Tribal NEW and a sanction is imposed for TANF, the individual must be disqualified for SNAP unless they are exempt from the work requirements for another reason. If a sanction is imposed during any of the Pay After Performance months or the first month following Pay After Performance, as the individual's needs were not included in the grant, the grant for the children's needs only will continue to be counted.

If an individual is sanctioned for TANF due to non-compliance with JOBS/Tribal NEW and they do not fully complete a proof of performance (POP) prior to or on the second to the last working day of the sanction penalty month, a TANF benefit must not be anticipated for the next month.

If an individual fully completes a POP prior to or on the second to the last working day of a month, a TANF benefit must be anticipated for the next month.

**Examples:**

- 1. An individual is scheduled to complete their POP on August 28 (the second to the last working day of the month). At 4:00 p.m. on August 28, the JOBS/Tribal NEW coordinator calls to inform the county that the client successfully completed their POP that day. Because the client fully completed a POP prior to or on the second to the last working day of the month, a TANF benefit must be anticipated for the next month.**
- 2. An individual is scheduled to complete their POP on August 29, (the last working day of the month). Because the client has not fully completed the POP prior to or on the second to the last working day of the month, and the client may not be successful in**

**completing the POP, a TANF benefit must not be anticipated for the next month.**

- 3. An individual begins their POP on August 29, (the last working day of the month). Even though JOBS policy allows a client's TANF case to be reverted to open if they successfully complete the POP that started in the sanction penalty month, a TANF benefit must not be anticipated for the next month.**

If an individual is sanctioned by TANF, the TANF grant prior to the reduction is counted in calculating the SNAP benefits.

**Example:**

**Mom is sanctioned for non-compliance with a JOBS/Tribal NEW requirement. Mom's needs are removed from the grant and the grant is reduced from \$500 to \$400. When calculating SNAP level of benefits, a disqualification is imposed and the grant amount of \$500 is counted as unearned income.**

An individual disqualified from SNAP for failure to comply with TANF or UIB can regain eligibility during the disqualification period if they comply with the TANF or UIB requirements or become exempt.

**Examples:**

- 1. Ongoing TANF only case. Mom fails to comply with JOBS/Tribal NEW and is sanctioned for TANF effective December. January 3 the household applies for SNAP. Mom remains sanctioned for TANF. There is NO TANF related disqualification for SNAP because Mom was not in receipt of SNAP at the time the TANF sanction was imposed. Mom is subject to the SNAP work requirements as her needs are NOT included in the TANF grant due to the sanction. Mom must register for work unless otherwise exempt.**
- 2. Ongoing TANF only case. In November Mom fails to comply with JOBS/Tribal NEW and is sanctioned for**

**TANF effective December. December 23 the household applies for SNAP. There is NO TANF related disqualification for SNAP because Mom was not in receipt of SNAP at the time the TANF sanction was imposed. Mom is subject to the SNAP work requirements as her needs are NOT included in the TANF grant due to the sanction. Mom must register for work unless otherwise exempt.**

- 3. Ongoing SNAP only case. Mom is work registered for SNAP. January 3 Mom applies for TANF and is eligible. Mom is now exempt from the work requirements. In February Mom fails to comply with JOBS/Tribal NEW. A sanction is imposed for TANF effective March. Mom is disqualified for SNAP effective March, as she does not meet any other work requirement exemptions. The TANF case closes effective March 31. The JOBS/Tribal NEW related disqualification continues for SNAP until Mom either becomes exempt from a SNAP work requirement or reapplies for TANF and complies with JOBS/Tribal NEW.**

**The SNAP case closes effective May 31 for failing to provide information. Mom reapplies for SNAP only on June 20. The JOBS/Tribal NEW related disqualification continues for SNAP until Mom either becomes exempt from a SNAP work requirement or reapplies for TANF and complies with JOBS/Tribal NEW.**

- 4. Ongoing TANF/SNAP case. In December Mom fails to comply with JOBS/Tribal NEW and is sanctioned for TANF effective January. Mom is also disqualified for SNAP effective January, as she does not meet any of the exemptions from the work requirements.**

**On December 27 Mom requests in writing her SNAP case close effective December 31. TANF remains**

**open. On January 3 Mom reapplies for SNAP. There is NO TANF related disqualification for SNAP because Mom was not in receipt of SNAP at the time the TANF sanction was imposed.**

- 5. Ongoing TANF/SNAP case. In December Mom fails to comply with JOBS/Tribal NEW and is sanctioned for TANF effective January. Mom is also disqualified for SNAP effective January, as she does not meet any of the exemptions for the work requirements. On December 27 Mom requests in writing her TANF and SNAP case close effective December 31. On January 3 Mom reapplies for both SNAP and TANF. TANF imposes a TANF JOBS/Tribal NEW related disqualification. There is NO TANF related disqualification for SNAP because Mom was not in receipt of SNAP at the time the TANF sanction was imposed.**

- 6. Ongoing TANF/SNAP case. In December Mom fails to comply with JOBS/Tribal NEW and is sanctioned for TANF effective January. Mom is also disqualified for SNAP effective January, as she does not meet any of the exemptions from the work requirements.**

**TANF case closes the end of February as the only child in the case turns age 18. Mom remains disqualified for SNAP until she meets an exemption from the work requirements.**

### **Notices Used for JOBS/Non-Compliance**

The following TECS notices are used for combination TANF/SNAP cases where a SNAP disqualification is being imposed:

- Notice F223 - Work Requirements
- Notice F731 - Decrease Benefit - TANF Non-Compliance - this notice must be sent by the 10-day advance notice deadline.



BEST counties (Burleigh and Cass) must use the following notices when a SNAP disqualification is being imposed:

- Notice F225 - Non-compliance with BEST, for households whose applications for review are denied for failure to comply with BEST requirements (denial/closure reason RW).
- Notice F425 – BEST Non-Compliance for individuals or households disqualified for failure to comply with the BEST requirements.
- Notice F733 - Non-Compliance with BEST

The BEST notices must be sent to households as they are automatically counted and reported to United States Department of Agriculture (USDA).

### **Simplified Reporting and Processing Changes 430-05-67**

10. 430-05-67-05 – Simplified Reporting Requirements. Added clarification of the 130% Gross Income limits in the example section of this policy.

#### **Simplified Reporting Requirements 430-05-67-05**

All households are subject to simplified reporting requirements. Simplified reporting households will be certified for 6 months with an interview required at 12 month review.

#### **Exception:**

**Simplified reporting households with all elderly or disabled members and no earned income will be certified for 12 months with an interview required at 12 month review.**

All simplified reporting households will be authorized through for six or 12 months, whichever is appropriate.

#### **Exceptions:**

- 1. Households that contain an ABAWD who is receiving NE or EE months cannot be authorized through.**

**2. Households that contain an individual in an open TANF, including Diversion Assistance, Transitional Assistance, TANF Pay After Performance or TANF Kinship Care cases in Vision cannot be authorized through.**

When a household files an application for review at 6 months with no interview required and reports the only household members are now elderly or disabled with no earned income, if eligible, the household will be certified for an additional 12 months with no interview.

**Mandatory Reportable Changes**

Certified household must report the following mandatory changes by the 10th day of the month following the month of the change.

Mandatory changes occurring after the interview or after a review is filed with no interview but before the date of the notice of eligibility must be reported by the 10th of the month following the notice of eligibility.

1. Households must report a change in actual income from the base month when it exceeds the gross income limit for the household size (130% of poverty level) by the 10th day of the following month. Actual income is countable earned and unearned income that has not been converted or averaged.

To determine actual income, households must be advised to total their SNAP household's income at the end of the month. If new individuals are present in the home, their income must be included. If individuals have left the home, their income is not included. If the income of all those present exceeds the original gross income limit for the household size, then the household is required to report the income.

**Exceptions:**

- a. **If at application or review a household is categorically eligible or TANF I & R and income exceeds the gross income limit for the household size (130% of poverty level) and the household is eligible for a benefit, the household is not required to report any change in income.**
- b. **If an ongoing case that is categorically eligible or TANF I & R reports a change in income that exceeds the 130% gross**

**income limit for the household size, and the household is eligible for a benefit, the household is not required to report any further changes in income.**

**Examples:**

- 1. A household reports actual income that exceeds the 130% gross income limit for its household size and based on this income is not eligible for a benefit. The household anticipates that actual income will continue to exceed the 130% gross income limit. The worker must send an advance notice to close the case.**
- 2. A household of four applies and is approved. The household is informed of the 130% gross income limit for its household size of four and they must report if their income goes over this limit.**

**In month three the household reports a new member with income moved in and income now exceeds the 130% gross income limit for a household size of four. The household remains eligible after adding the new member. The household must now report if their gross monthly income exceeds the 130% gross income limit for a household size of five.**
- 3. A household with an individual who is disqualified (not elderly or disabled) with no earned income and a disabled individual ~~is a simplified reporting household and~~ is subject to report based on the 130% gross income limit for a household size of 1.**
- 4. A three person household is approved and informed to report if their income exceeds the 130% gross income limit for a household size**

of three. In month three the household reports a new individual moved in with income that results in the household exceeding the 130% gross income limit for a three person household. The household is required to report their income exceeding the 130% gross income limit by the 10th day of month four.

Since the new member purchases and prepares meals with the household, the new member and their income are required to be added to the case regardless of the effect on the benefit.

If the household remains eligible by adding the new member and their income, the household must be informed to report if their income exceeds the 130% gross income limit for a household size of four.

If the household is not eligible by adding the new member and their income, the F419 must be sent to determine if the income will continue.

- a. If the household does not respond to the F419, the case must be closed with advanced notice unless the change was reported in writing and signed by the household.
- b. If the household responds and expects the income to continue, the worker must close the case with an advance notice, unless the change was reported in writing and signed by the household.
- c. If the household responds and does not know if this income will continue, the

**worker must close the case with an advance notice, unless the change was reported in writing and signed by the household.**

**If the household verifies prior to case closure that gross income is below the 130% GIL for its household size, the worker must revert the case to open and determine eligibility and level of benefits using the newly verified income.**

- d. If the household responds and states they do not expect the income to continue, the household must provide verification other than client statement that their income will not continue to exceed the 130% gross income limit for their household size.**

**If the newly verified income results in an increase or decrease in benefits, the change must be acted on as adding an individual and their income meets the criteria to decrease benefits.**

- 5. Mom, Dad and two children apply and are approved and informed to report if their income exceeds the 130% gross income limit for a household size of four. Dad leaves the home in month four. The household did not report and is not required to report Dad left the home. Dad's income is not included in determining if the household's income exceeds the 130% gross income limit for a household size of four.**
- 6. Sally and her daughter Molly live in the same home and purchase and prepare their meals**

separate from Jill and her son Michael. Both Sally and Molly and Jill and Michael apply and are approved in February as separate ~~simplified reporting~~ households. Both households must be informed to report if their income exceeds the 130% GIL for a household size of 2.

Jill and Michael's income is not considered in Sally's case and Sally and Molly's income is not considered in Jill's case as they have been determined to be a separate household.

In April, Jill's husband Al returns to the home. Al's income results in a household size of two exceeding the 130% GIL. Both Sally and Jill are required to report their income exceeds the 130% GIL for a household size of two.

Since Al is required to be in Jill's case, no changes are made to Sally's case.

If Jill's case remains eligible by adding Al and his income, the household must be informed to report if their income exceeds the 130% GIL for a household size of three.

If Jill's case is not eligible by adding Al and his income, the F419 must be sent to determine if the income will continue.

- a. If they do not respond to the F419, the case must be closed with advance notice unless the change was reported in writing and signed by the household.
- b. If they respond and expect the income to continue, the worker must close the case with an advance

notice, unless the change was reported in writing and signed by the household.

- c. If they respond and do not know if this income will continue, the worker must close the case with an advance notice, unless the change was reported in writing and signed by the household.

If they verify prior to case closure that gross income is below the 130% GIL for their household size, the worker must revert the case to open and determine eligibility and level of benefits using the newly verified income.

- d. If they respond and state they do not expect the income to continue, they must provide verification other than client statement that their income will not continue to exceed the gross income limit for their household size.

If the newly verified income results in an increase or decrease in benefits, the change must be acted on as adding an individual and their income meets the criteria to decrease benefits.

- 7. A three person household is approved and informed to report if their income exceeds the 130% gross income limit for a household size of three. In month three the household reports a new individual moved in with income that

results in the household exceeding the 130% gross income limit for a three person household. The household is required to report their income exceeding the 130% gross income limit by the 10th day of month four.

Since the new member purchases and prepares meals separately from the household, the new member and their income are not added. The three person household remains eligible and must report if their income exceeds the 130% GIL for a household size of three. The household does not need to continue to report the new member's income monthly as they have been determined to be a separate household.

8. Heather and John apply for benefits. John is determined to be an ineligible student and set to OU. Heather is approved and informed to report if her income exceeds the 130% GIL for a household size of one. In determining if income exceeds the 130% GIL, Heather only needs to include the portion of John's income that is made available to her.
2. When a household member is identified as an ABAWD and the household member's eligibility is based on working an average of 20 hours weekly, the household must report if the ABAWD's hours decrease below an average of 20 hours weekly.

**Example:**

**A household reports an eligible ABAWD reduced their hours to less than 20 hours weekly. The household anticipates the hours will continue to be less than 20 hours weekly. The worker must send an advance notice to disqualify the individual from the case unless the individual is eligible for Non-Exempt (NE) or Exemption Extension (EE) months.**



11. 430-05-67-15-05 – Changes Resulting in an Increase in Benefits. Case examples were added for further clarification of how to process when a household reports a change in income.

### **Changes Resulting in an Increase in Benefits 430-05-67-15-05**

Any change that results in an increase in benefits must be verified. When verification is not provided, F419 – “Request for Verification” must be sent allowing the household 10 days from the mail date of the notice to verify the reported change.

1. If the household provides verification within the 10-day period, the worker must act on the reported change within 10 days and send the household the appropriate notice.

If a change that results in an increase in benefits is reported and verified for an ongoing month, the change must be acted on.

#### **Example:**

**Household reports on August 18 they are no longer working. Verification indicates their last paycheck will be received in September. The verified income from their last check will be used for September. The verified change must also be acted on for October by removing this source of income as it will result in an increase in benefits.**

2. If the household fails to provide verification within the 10-day period, the previously verified amount of the reported change is used and the benefit stays the same.

If there is no previously verified amount (i.e. household reports now paying rent and previously had not), no change is made and the benefit stays the same.

3. If the household fails to provide verification within the 10-day period and provides verification at a later date, benefits are increased the month after receipt of the verification.

**Examples:**

1. **Worker receives an alert for Medicaid that child support was received in the base month for an ongoing case. Using base month child support results in an increase in benefits. The alert must be acted on.**
2. **The annual changes in the Thrifty Food Plan, Gross and Net Income Limits, Standard Deduction, Maximum Shelter Deduction and the Mandatory Utility Standards must be acted on as they will result in an increase in benefits. The household must be notified of their new reporting requirement (Gross Income Limit) at review. The worker must send the appropriate change in benefit notice.**

**If a household reports other changes during the month of September that are being acted on at the same time as the annual changes, the benefit calculator including the annual changes must be used to determine whether the changes will result in an increase or decrease in benefits from the amount the household received in September.**

**If the result is an increase in benefits for October, the change must be made to increase October benefits.**

**If the changes result is a decrease in benefits, then only the cost of living adjustments are**

used to increase benefits for October. The remaining changes are not made as this would result in a decrease in benefits.

3. A household reports that a job ended. The worker must send Notice F419 – Request for Verification – Simplified Reporting. If the household responds and provides the requested information within 10 days of the mailing date of the notice, the change must be acted on to increase benefits and the appropriate notice must be sent to the household.

If the household fails to provide the requested verification within the 10 days, the previously verified amount of income is used and the benefit stays the same.

If the household fails to provide the requested verification within the 10 days, but provides it at a later date, benefits are increased the month after receipt of the verification.

4. Husband, wife and their three children over the age of six apply and are certified as a simplified reporting household. The husband and wife are both working 30 hours per week at the time of application. In month 3 of the review period, the household reports the husband was fired from his job. Since this change will result in an increase in benefits, the change must be verified. The worker sends the F419 requesting verification of the loss of income. The household provides verification from the employer, verifying the individual was fired with no reason given.

**The income is removed resulting in an increase in benefits. Since this was not a mandatory reportable change, the individual does not have to comply with the work requirements until review.**

- 5. Single individual with no income applies and is eligible for the three NE months. The individual is certified for 12 months as a simplified reporting household. The worker sends an advance notice to close the case in the third NE month. On the 21st of the month the individual calls and reports they are working 25 hours per week at \$6.00 per hour.**

**Since this will result in an increase in benefits from the case closure, the F419 must be sent to verify the new source of income and hours. If verification is received within 10 days, the individual's participation must be changed to IN and the income added. If the individual fails to provide verification within the 10 days, the case will close at the end of the month.**

- 6. An eligible ABAWD (working 20 hours per week averaged monthly), reports the loss of a job. The worker sends the F419 to determine if the individual is exempt from the ABAWD requirements for another reason and to verify the loss of income.**

**If the household responds and verifies the loss of income and the individual is exempt for another reason, the worker must act on the reported change to increase benefits by removing the income from the job loss.**

**If the household responds and verifies the loss of income and the individual is not exempt**

**from the requirements for another reason, the individual is eligible for up to 3 months (NE or EE months). The income from the job is removed. Once the NE or EE months have been used, the individual's participation code must be changed to "DI". A 10-day advance notice is required.**

**If the household does not respond to the F419, the individual is eligible for up to 3 months (NE or EE months). Once the NE or EE months have been used, the individual's participation code must be changed to "DI". No change is made to the income until review.**

12. 430-05-67-15-10 – Changes Resulting in a Decrease in Benefits. Added clarification for households who fail the 100% net income test, when a household reports a member enters an institution, added clarification when a household or household member applies for the Food Distribution (Tribal Commodities) Program, and clarified the case examples in the section.

### **Changes Resulting in a Decrease in Benefits 430-05-67-15-10**

A worker must not act on changes that will result in a decrease in benefits, unless the change meets the following criteria:

1. The information is obtained or received from:
  - a. TPQY
  - b. SDX
  - c. BENDEX
  - d. SAVE information from the United States Citizenship and Immigration Services (USCIS)

## e. IEVS UIB Alerts or UIB Interface

2. When a new application for TANF, TANF Diversion or TANF Pay after Performance is approved in an ongoing SNAP case, the information used to determine the grant along with the grant must be acted on for SNAP regardless of the effect on the benefit.

In an ongoing case, when changes are reported for TANF that result in a change in the TANF grant, the changes along with the change in the TANF grant must be acted on regardless of the effect on the benefit.

3. Household voluntarily requests case closure.

If another state calls or sends an e-mail that a household is applying in their state, the case must be closed for residency allowing for adequate notice.

4. Household income exceeds the 200% gross income limit for its household size. Case must be closed for excess income with advance notice unless reported in writing and signed by the household.
5. Household's actual base month income exceeds the 130% gross income limit for its household size, the household expects this income to continue and based on this income is not eligible for a benefit.

If anticipated income exceeds the 130% gross income limit, the household expects this income to continue and based on this income is not eligible for a benefit, the case must be closed based on client statement.

6. Households subject to the 100% net income test that fail the 100% net income limit. Case must be closed for excess income with advance notice unless reported in writing and signed by the household.

7. Households subject to the asset test that fail the asset limit. Case must be closed for excess assets with advance notice unless reported in writing and signed by the household.
8. Household reports a change that brings an ABAWD's hours below 20 hours weekly averaged monthly.
9. A household member who has used their ABAWD benefit months (NE or EE).
10. Determination of an ~~IPV~~ including other these disqualifications: ~~such as~~
  - IPV's
  - Drug felonies ~~or~~
  - Fleeing felons ~~or~~
  - Failure to comply with JOBS and BEST.
11. The worker becomes aware of information from any source that all household members have died. Adequate notice is required.
12. Household reports the addition of a new household member or loss of household member.
  - A 'new' household member is an individual that has never been reported as living with the household.

If a household reports a member with a current participation code of 'OU', is now eligible to participate as a member of their SNAP household, this change does not meet criteria to decrease benefits. This change would only be acted on during the review period if it resulted in an increase in benefits.

**EXAMPLES:****1. An ineligible student who is now eligible to participate.****2. A household reports an individual who had been residing with them is now eating the majority of their meals as part of their household.**

- If the household reports that all household members have moved out of state, the case must be closed for loss of residency allowing for adequate notice.
- If a household reports the addition of a household member who is receiving benefits in another SNAP case, the individual must be removed from the case before being added to the new case. If removing the individual results in a decrease in benefits, a 10-day advance notice is required unless the change was reported in writing and signed by the household the individual is being removed from. This could include a written and signed statement from the individual being removed if they are a responsible adult household member.
- If a household reports a household member has entered an institution such as a long term care facility, Burdick Job Corp.

**13. If a household or a household member applies for the Food Distribution (Tribal Commodities) Program.****14. If a household chooses to have a one-time medical expense used for the next month, the expense must be removed for the following month regardless of the effect on the benefit.**



15. When household reports a change ~~status changes from special to regular~~ resulting in the loss of medical expense deductions and capped shelter costs as an individual is no longer disabled.

16. When the household reports the primary individual that is not the spouse dies, the case must be closed using the other reason (OT) code. The remaining household members must reapply in order to continue to receive benefits.

If the primary individual moves out of the home, the remaining household members must be removed from the primary individual's case and reapply in order to continue to receive benefits. The primary individual's case remains open unless it is determined the primary individual is ineligible.

17. When an error is made in a case and corrective action results in a future month decrease or allotment reduction due to an overpayment.

18. When the worker sends the F814 – Claims/Required Verification to obtain verification needed to complete a claim, the F401 must be sent to close the case if the household fails to respond.

19. When the household received a closing notice and later reports a change that results in continued eligibility, the change must be acted on regardless of the effect on the benefit.

20. When a household refuses to cooperate with Quality Control. Quality Control will notify the worker. The worker must terminate the household's eligibility. A 10-day advance notice is required.

If the reported change meets the criteria to decrease benefits, it must be acted on within 10 days from the date

the change was reported and a 10-day advance notice must be sent. If the change is reported in writing and signed by the household, a 10-day advance notice is not required. Adequate notice is required.

If a household reports a change that meets the criteria to decrease benefits and other changes, the worker must use the benefit calculator to determine whether the multiple changes result in an increase or decrease in benefits.

If the multiple changes result in an increase in benefits, verification must be requested and all verified changes must be acted on.

If the multiple changes result in a decrease in benefits, then only the change(s) that meet the criteria to decrease benefits are acted on. The change(s) that meet the criteria to decrease benefits may then result in a decrease, increase or no change in benefit. The worker must document other changes were not acted on as they resulted in a decrease in benefits and did not meet the criteria.

If the multiple changes result in no change in benefits, then only the change(s) that meet the criteria to decrease benefits are acted on.

#### **Examples:**

- 1. Mom and her two children are receiving benefits in one county. Dad is receiving benefits in another county. Dad reports one of the children came to live with him and would like the child added to his case. A 10-day advance notice is required to remove the child from Mom's case. The child must be added to Dad's case the month the child is removed from Mom's case.**

2. **An ongoing case received a \$300 benefit for the month of October. The household reports an increase in their income due to a new source which results in their income exceeding the 130% GIL for their household size. The household expects this income to continue and using this income results in the household not being eligible for a benefit. The worker sends advance notice to close the case on October 8.**

**On October 25, the household reports and verifies a change in the new source income. Based on the change, the household is eligible for a \$200 benefit. The change must be acted on for November benefits. Advance or adequate notice is not required as receiving a benefit is an increase from the case closure.**

3. **An ongoing case reports that a household member left the home on October 4. The individual must be removed from the case when determining eligibility and level of benefits for November. If the change results in a decrease in benefits, a 10-day advance notice is required. If the change is reported in writing and signed by the household, a 10-day advance notice is not required. Adequate notice is required.**
4. **The worker is notified on October 10 that an individual in an ongoing case is disqualified for an intentional program violation. The participation code for the disqualified individual must be changed to "DF" and the IPV disqualification is imposed for November. Adequate notice is required.**
5. **Household consisting of a husband and wife initially apply on November 3. The husband is**

employed 35 hours a week. The wife is not working and is eligible to receive three non-exempt (NE) ABAWD months. The household is certified for 6 ~~12~~-months. The first NE month for the wife is December. In the third month (February), the wife's participation code must be changed to DI when working March benefits. A 10 day advance notice is required.

6. Ongoing ~~simplified-reporting~~ SNAP case. In month three the worker discovers they failed to convert income at the time of application. A claim is completed using the corrected converted amount of income. Allotment reduction is used to recoup the claim resulting in a decrease in benefits.
7. Application for review filed in November for December benefits. Household consists of husband and wife who have both received their three NE month. At review, the wife reports she is pregnant and the husband is now working 40 hours per week. The case is certified with both eligible. ~~as a simplified-reporting household.~~ In December, household reports husband lost his job. The worker sends notice F419 to determine if the individual is exempt for another reason. The household responds and indicates the individual is not exempt. Since the household is required to report if an ABAWD'S hours decrease below 20 hours per week and the change meets the criteria to decrease benefits, the change must be acted on ~~without verification~~ by removing the income and changing the husband's participation to DI. This change must be acted on without verification as the result is a decrease in benefits.

**In January household reports husband found a new job and anticipates working 25 hours per week at \$6.50 per hour. Based on this information, the change will result in an increase in benefits. The worker sends the F419 requesting verification of the new job and hours. If the household provides the verification, the change must be acted on to increase benefits.**

**If after verification is received, the change would result in a decrease in benefits, the change is not acted on (husband remains DI with no income) until review.**

- 8. Single individual with a 10-year-old is exempt from the work requirements at the time of application as they are working full time. Individual reports they lost their job. Worker sends F419 for verification of the terminated income. Household provides statement from employer that verifies the terminated income but does not substantiate a voluntary job quit. The change in income must be acted on as it results in an increase in benefits.**

**The SFN 385 – Affidavit for Work Requirements or SFN 353 – affidavit for BEST Registrants must be completed at the time of review, as this is not a mandatory reportable change.**

- 9. Single individual applies in December and reports they plan on applying for unemployment benefits. Individual was entitled to expedited benefits and approved without postponed verifications for the benefit months of December and January. January is the individuals first NE month. In January when**

working February benefits, the worker received an IEVS UIB alert indicating the individual received two unemployment checks in December. IEVS UIB meets the criteria to decrease benefits and must be acted on for February. The individual must also be changed to an exempt ABAWD for February.

10. Household reports on January 25th that base month income exceeded the 130% GIL ~~gross income limit~~ for its household size in December and the worker determines the household is not eligible for a benefit. The worker must send the F419 to determine if the income will continue to exceed the 130% GIL ~~gross income limit~~ and request verification if it is not expected to continue, allowing the household 10-days to respond.

February benefits are authorized with the same income used for January.

- a. If the household does not respond to the F419, the case must be closed for excess income the end of February.
- b. If the household responds and expects the income to continue, the worker must close the case with an advance notice the end of February, unless the change was reported in writing and signed by the household.
- c. If the household responds and does not know if this income will continue, the worker must close the case with an advance notice at the

end of February, unless the change was reported in writing and signed by the household.

If the household verifies by the last working day of February that gross income is below the **130% GIL** for its household size, the worker must revert the case to open and determine eligibility and level of benefits for March using the newly verified income.

- d. If the household responds and states they do not expect the income to continue, the household must provide verification other than client statement that their income will not continue to exceed the **130% GIL ~~gross income limit~~** for their household size.

If the newly verified income results in an increase in benefits, the change must be acted on.

If the newly verified income results in a decrease in benefits, the change must not be acted on until review.

- 11. **ABAWD receiving their NE months reports they started a job and are working at least 20 hours per week averaged monthly. The worker must send the F419 for verification of the new job and hours the individual is working. If the verification indicates the individual is now an eligible ABAWD working 20 hours per week averaged monthly, the individual's ABAWD**

**status must be changed to exempt (HR on the ABRE screen) for the following month.**

**If the income verification is provided and using the income results in a decrease in benefits, the change in income is not acted on until review.**

**If the household does not respond to the F419, the individual is eligible for up to 3 months (NE or EE). Once the NE or EE months have been used, the individual's participation code must be changed to "DI". A 10-day advance notice is required unless the change was reported and signed by the household.**

- 12. Household is certified with income over the 130% GIL as they are eligible for a benefit. The household is not required to report any changes in income. The worker received a child support alert and uses base month child support to determine the effect on the benefit. Based on the household's other income and the child support income, the household is no longer eligible for a benefit. The worker must send the F419 to determine if the increase in income is going to continue and to request verification if the income is not expected to continue.**

- a. If the household does not respond to the F419, the case must be closed for excess income.**
- b. If the household responds and expects the income to continue or does not know if the income will continue, the worker must close the case with an advance**



**notice, unless the change was reported in writing and signed by the household.**

**If the household verifies by the last working day of February that gross income is below the 130% GIL for its household size, the worker must revert the case to open and determine eligibility and level of benefits, using the newly verified income.**

- c. If the household responds and states they do not expect the income to continue, the household must provide verification other than client statement that their income will not continue to exceed the 130% GIL ~~gross income limit~~ for their household size.**

**If the newly verified income results in an increase in benefits, the change must be acted on.**

**If the newly verified income results in a decrease in benefits, the change must not be acted on until review.**

If the reported change does not meet the criteria to decrease benefits, the worker must not ask for verification or follow-up on the change. The worker must document why additional information is needed. The change is acted on at review.

Information/changes that do not meet the criteria include, but are not limited to:

1. FACSES

2. New Hire Matches
3. Employer verification signed by the employer, income tax forms or a report from a self-employed household.
4. Mail returned by the Postal Service with an unknown or out-of-state address

Note: If mail is returned with an out of state address, the address should be updated in TECS to ensure the household continues to receive proper notification.

5. Day care billing forms
6. Household report of a new job or increased income
7. Wage stubs, checks from UIB, Workforce Safety, Child Support, SSA/SSI
8. Reading information in a newspaper
9. Becoming aware of a client working

**Examples:**

1. **Worker receives an alert that child support was received in the base month for an ongoing case. Using base month child support would result in a decrease in benefits. The change is acted on at review.**
2. **A SNAP only household reports and verifies a new source of income. This income along with all other countable income does not exceed 130% of poverty for the household size. As this change will result in a decrease in benefits and does not meet the criteria, the change is not acted on until review.**

- 3. An individual was DW at the time of application for a job quit. In the third month of the review period, the individual reports a new job and provides their first paycheck. Changing the individual to IN and adding their income results in a decrease in benefits. The individual's participation is not changed and the income is not added until review.**
  - 4. Application is approved for a 45 year old dad not working and his 17 year old son who is a full time student with earned income. In month three of the review period the 17 year old will turn 18. No change is made to the case as adding the income will result in a decrease in benefits. The dad is an eligible ABAWD until review as no change was reported.**
  - 5. Ongoing SNAP/Medicaid case includes an eligible student. The household reports a change in income that results in an increase in benefits, as the student is no longer working an average of 20 hours per week. The change in income must be acted on as it results in an increase in benefits. Because the student may be eligible for another reason and student status is not a mandatory reportable change, the student remains eligible until review.**
13. 430-05-67-15-15 – Combination Cases. Added clarification for combination TANF/SNAP cases when an incomplete TANF monthly report is received from the household.

### **Combination Cases 430-05-67-15-15**

**Combination Medicaid Cases**

The worker must determine if a change reported for Medicaid results in an increase or decrease in SNAP benefits using the following procedures:

1. Enter the verified changes on the benefit calculator or do a hand budget.
2. If the changes result in an increase in benefits, the changes must be made to the case in TECS.

**Exception:**

**In combination SNAP/MA cases when processing the cost of living adjustment changes in December of each year, if the recipient liability is being averaged, do not change the amount allowed as a medical expense deduction for SNAP purposes. The change is not acted on until review.**

3. If the changes results in a decrease in benefits, the changes are not acted on until review and benefits continue as previously authorized. A copy of the benefit calculator or hand budget must be retained in the casefile.

**Exception:**

**If the change meets the criteria to decrease benefits, the change must be acted on within 10 days from the date the change was reported and a 10 day advance notice must be sent. If the change is reported in writing and signed by the household, a 10 day advance notice is not required. Adequate notice is required.**

**Examples:**

1. **In a combination SNAP/MA case if the entire recipient liability is being allowed as a medical expense deduction and it changes as a result of a change in income reported by the household, change the amount of income being used and allow the new recipient liability if it results in an increase in benefits.**

**If the change in income reported by the household and resulting change in recipient liability results in a decrease in benefits, the change is not acted on until review.**

**If MA closes for RL not being met, and this result in a decrease in benefits, do not remove the RL amount until review.**

- 2. Ongoing SNAP/MA case. Client is paid weekly and provides four of the five pay stubs from the base month. The fifth pay stub is not required by Medicaid. The worker must use the four pay stubs to convert the income. If the change results in an increase in benefits, the change must be acted on.**

**If the change results in a decrease in benefits, the change is not acted on and the benefits stay the same.**

- 3. Ongoing SNAP/MA case. Client resides in a group home and each month the case manager provides a listing of earnings for individuals in the group home to the county office. If the change results in an increase in benefits, the change must be acted on.**

**If the change results in a decrease in benefits the change is not acted on until review.**

- 4. Ongoing SNAP/MA case. Household provides base month and all of the processing month pay stubs. The processing month pay stubs must be used to determine the effect on the benefit, as it is the most current information.**
- 5. Ongoing SNAP/MA case. Household provides pay stubs for Medicaid. Actual income on the**

**pay stubs is not over the gross income limit. Worker converts the income as the individual is paid biweekly which results in the converted income exceeding the gross income limit.**

**If the household is eligible for a benefit, no change is made, as it would result in a decrease in benefit. The worker must send the F741 to the household.**

**If the household is not eligible for a benefit, the worker must send the F419 to determine if the income will continue.**

- a. If the household responds and indicates the income will continue or the household does not respond, the case must be closed for excess income.**
- b. If the household responds and states they do not know if the income will continue to exceed the gross income limit for the household size, the case must be closed.**

**If the household verifies by the last working day of the processing month that gross income is below the gross income limit for the household size, the worker must revert the case to open and determine eligibility and level of benefits based on the newly verified income.**

- c. If the household responds and states they do not expect the income to continue, the household must provide verification other than client statement that their income will not continue to exceed the gross income limit for their household size. If the household does not provide the verification, the last reported converted income is used to close the case.**

**If the household provides the verification and the newly verified income results in an increase in benefits, the change must be acted on.**

**If the household provides the verification and the newly verified income results in a decrease in benefits, the change must not be acted on until review.**

### **Combination TANF Cases**

When a new application for TANF, TANF Diversion or TANF Pay After Performance is approved in an ongoing SNAP case, the information used in determining the grant along with the grant must be acted on for SNAP regardless of the effect on the benefit.

In an ongoing case, when changes are reported for TANF that result in a change in the TANF grant, the changes along with the change in the TANF grant must be acted on regardless of the effect on the benefit.

When changes are reported for TANF that do not result in a change in the TANF grant, the changes are not acted on unless they result in an increase in benefits.

### **Exception:**

**If the change meets one of the other criteria to reduce benefits, the change must be acted on within 10 days from the date the change was reported and a 10 day advance notice must be sent. If the change is reported in writing and signed by the household, a 10 day advance notice is not required. Adequate notice is required.**

When multiple changes are reported and some but not all result in a change in the TANF grant, they are acted on as follows:

- If using the multiple changes including the change in the TANF grant results in an increase in SNAP, act on all the changes.

- If using the multiple changes including the change in the TANF grant results in a decrease in SNAP, then only the changes that result in the change in the TANF grant and the changed TANF grant must be acted on.

**Exception:**

**If the change meets one of the other criteria to reduce benefits, the change must be acted on within 10 days from the date the change was reported and a 10 day advance notice must be sent. If the change is reported in writing and signed by the household, a 10 day advance notice is not required. Adequate notice is required.**

Changes reported for Diversion, Transition or ineligible caretaker cases do not result in a change in the grant. For SNAP, these changes are not acted on unless they result in an increase in benefits. The grant continues to be used for SNAP at the same amount.

**Exceptions:**

- 1. If the change meets one of the other criteria to reduce benefits, the change must be acted on within 10 days from the date the change was reported and a 10 day advance notice must be sent. If the change is reported in writing and signed by the household, a 10 day advance notice is not required. Adequate notice is required.**
- 2. If the children in an ineligible caretaker case have income that changes and these changes result in a change in the grant, the change in income and the change in the grant must be acted on regardless of the effect on the benefit.**
- 3. In an ineligible caretaker case, if the parent of the children moves into the home, this will result in a change in the grant and must be acted on regardless of the effect on the benefit.**



**Examples:**

- 1. Ongoing TANF/SNAP household reports a change in income. The change in income results in a decrease in the TANF grant. The increased income and the decreased TANF must be acted on for SNAP regardless of the effect on the benefit, as they meet the criteria to decrease benefits.**
- 2. Ongoing TANF Diversion/SNAP household reports a change in income. The change in income does not result in a change in the TANF Diversion grant. The change in income does not meet the criteria to decrease benefits. If the change in income results in an increase in SNAP, the change must be acted on. If the change in income results in a decrease in benefits, the change must not be acted on as it does not meet the criteria to decrease benefits.**
- 3. Ongoing TANF/SNAP household reports a change in income and a change in rent. The change in income results in a decrease in the TANF grant. The change in rent does not affect the TANF grant. If the change in income, the change in the TANF grant and the change in rent results in an increase in benefits, all of the changes are acted on. If the change in income, the change in the TANF grant and the change in rent result in a decrease in benefits, the change in income and the change in the TANF grant must be acted on as they meet the criteria to decrease benefits. The change in rent is not acted on until review.**

**In this scenario, the change in rent would be acted on if the household moved into or out of**

**subsidized housing as it affects the TANF grant and meets the criteria to decrease benefits.**

- 4. Ongoing SNAP/TANF household received a grant of \$328 in January. The household files their monthly report in February for March benefits. Based on the monthly report, the household would have received a grant of \$328 for March also.**

**However, Mom is sanctioned for March so the March TANF grant without Mom's needs is \$163. Since Mom is not exempt from the work requirements for another reason, mom is disqualified for SNAP. SNAP benefits cannot be increased as a result of a sanction for TANF so the full \$328 grant must be used.**

- 5. Ongoing SNAP/TANF household received a grant of \$300 in February. The household files their monthly report in February for March benefits and reports and verifies a change in income. Based on the monthly report, the household would have received a grant of \$375 for March.**

**However, Mom is sanctioned for March so the March TANF grant without Mom's needs is \$163. Mom is not exempt from the work requirements for another reason, so mom is disqualified for SNAP. Since the change in income reported on the monthly report resulted in a change in the TANF grant, the change in income must be acted on for SNAP. SNAP benefits cannot be increased as a result of a sanction for TANF so the full \$375 grant must be used.**

6. **Ongoing SNAP/TANF household. Mom is sanctioned on 12/24/08 for January benefits due to her failure to comply with JOBS. As mom is not exempt from the work requirements for another reason, an adequate notice to impose the disqualification for SNAP must be sent on the same day as the TANF adequate notice. Mom also failed to complete a TANF monthly report for December and as a result, the TANF case closed the end of December. The full TANF grant must be anticipated for January as there is a history of late reporting for TANF.**

7. **Ongoing SNAP/TANF household. Mom is an eligible student due to receipt of TANF. TANF is closing the end of January due to excess income as a result of an increase in unearned income.**

**For SNAP, since the income change resulted in the change in the TANF grant, the change in income must be acted on and the TANF grant must be removed for February benefits.**

**Mom remains an eligible student for SNAP as we cannot determine if mom would be eligible as a student for a reason other than receipt of TANF until review.**

8. **Ongoing SNAP/TANF household consisting of mom, her kids, boyfriend and their child in common. Mom reported she started a job in November and received 2 pay checks in November. However, the job does not meet the employability plan and as a result TANF is closing the end of December due to the JOBS sanction progressing to close. As mom is not**

**exempt from the SNAP work requirements for another reason, mom was disqualified and remains disqualified for SNAP. Mom also reported that boyfriend had an increase in his wages in November.**

**For SNAP, if the change in income for mom, the change in income for boyfriend and removing the TANF grant results in an increase in benefits, the changes must be acted on.**

**If the change in income for mom, the change in income for boyfriend and removing the TANF grant results in a decrease in benefits, then only the TANF grant is removed. Since the changes in income do not result in a change in the TANF grant, the changes in income do not meet the criteria to decrease benefits and are not acted on until review.**

- 9. Ongoing SNAP case applies for TANF. TANF is approved as an ineligible caretaker case. Since the ineligible caretaker's income is not used in determining the TANF grant, the caretaker's income does not meet the criteria to decrease benefits. If the ineligible caretaker's income is provided at the time of application for TANF, and using the caretaker's income along with the TANF grant results in an increase in benefits for SNAP, the income and the grant are acted on. If using the caretaker's income results in a decrease in benefits, only the TANF grant is used for SNAP.**

**For ongoing months, if the ineligible caretaker reports income on the monthly report, the income is only used if it**

**results in an increase in SNAP as the income does not change the TANF grant.**

- 10. Ongoing SNAP/TANF household. A source other than the household reports the household moved out of state in December. TANF is closed the end of December as the household did not file a monthly report. Since the change in the TANF grant was due to failure to monthly report, the TANF grant is removed in determining January benefits as there is no history of late reporting. The SNAP case continues until review.**
- 11. Ongoing SNAP/TANF household. The caretaker reports fluctuating income monthly and is also paying child support for a child outside of the home. The amount of the child support changes monthly as it is based on her earnings (withholding cannot be more than 1/2 of net income). The base month child support withheld is allowed as an expense for TANF and affects the amount of the TANF grant each month. Since the fluctuating income and the child support expense result in a change in the TANF grant, the change in income, the child support and the change in the TANF grant must be acted on regardless of the effect on the benefit.**

**In January, the caretaker reports missing one pay check in the base month due to the holidays in December but anticipates receiving a full month's income in February. A full month's income and child support expense must be anticipated when determining February benefits.**

- 12. Ongoing SNAP/TANF household with history of late monthly reporting did not file a monthly report by 12/27/08. The 12/08 grant of \$328 is anticipated when working 01/09 SNAP benefits.**

**On 12/31/08 household files monthly report and reports a new job with verified partial month income of \$442 received in 11/08. The 01/09 TANF grant of \$197 is issued on 01/05/09.**

**The household has not filed their monthly report by advance notice deadline in January, the \$197 grant must be anticipated for 02/09 benefits as the household continues to have a late history of monthly reporting for TANF. A full months income from the new job must be anticipated for February as the new income results in a change in the TANF grant and SNAP benefits are prospectively budgeted.**

- 13. Ongoing SNAP/TANF household reports new employment that started in January on the monthly report filed in January. As the new income is retro budgeted and will not result in a change in the TANF grant for February, the income cannot be used for SNAP.**

**In February when working TANF, the base month income from January is used in determining the TANF grant for 03/09. As the change in income results in a change in the TANF grant, the change in income and the change in the grant are used in determining SNAP for 03/09. A full months income is used as SNAP benefits are prospectively budgeted.**

Whenever a change results in the reduction or termination of a household's TANF benefits within the household's SNAP review period, the worker must make a separate determination for SNAP eligibility. A worker must not terminate a household's SNAP benefits solely because the TANF case has closed.

When a household has not submitted a completed TANF monthly report by the third to the last working day of the month, the TANF grant must not be counted prospectively to determine SNAP benefits.

**Exception:**

**If there is a two immediate prior consecutive month history, which could include the processing month, of late or incomplete monthly reporting for TANF, the TANF grant must be counted prospectively to determine SNAP benefits. Monthly reports for TANF are due on the fifth of the month or the first working day after the fifth of the month if the fifth falls on a weekend or holiday. A TANF monthly report received after the due date is considered a late report.**

**Example:**

**TANF/SNAP household files a monthly report for TANF on August 10 and September 20. As of October 29, no monthly report has been filed. On October 29 the worker is working November SNAP benefits. The TANF grant must be anticipated for November.**

When a TANF household changes from TANF Diversion to TANF or from TANF to TANF Diversion, a TANF grant is anticipated as follows:

1. A household received four months of TANF Diversion Assistance and a closing notice is sent in month four. The household submits a TANF monthly report in month four and a Request for Benefits. A TANF grant must be anticipated and counted for month five.
2. A household received four months of TANF Diversion Assistance and a closing notice is sent in month four. The household submits a TANF

monthly report in month four but does not submit a Request for Benefits. A TANF grant is not anticipated or counted for month five.

3. A household received four months of TANF Diversion Assistance and a closing notice is sent in month four. The household does not submit a TANF monthly report in month four but does submit a Request for Benefits. A TANF grant is not anticipated or counted for month five.
4. A household received four months of TANF Diversion Assistance and a closing notice is sent in month four. The household does not submit a TANF monthly report or a Request for Benefits in month four. A TANF grant is not anticipated or counted for month five.
5. A household received two months of TANF. The household submits a Request for Benefits and a TANF monthly report in month two to be changed to TANF Diversion. A TANF grant must be anticipated and counted for month three.

If a change is made to the TANF case after authorizing SNAP and it results in the TANF case closing, the worker must revert TANF to close and reauthorize the SNAP case as the household is no longer considered categorically eligible.

If a change in household circumstances requires a reduction or termination in the TANF grant and the worker has sufficient information to determine how the change affects the household's SNAP eligibility and benefit level, the worker must take the following actions:

1. If the change requires a reduction or termination of SNAP benefits, the worker must issue adequate notice or advance notice for both the TANF and SNAP actions on the same day. If the household requests a fair hearing within the period provided by the notice, the worker must continue the household's SNAP benefits on the basis authorized immediately prior to sending the adequate or advance notice.

If a fair hearing is requested for both programs, the hearing must be conducted according to TANF procedures and timeliness standards.



If the SNAP review period expires before the fair hearing process is completed, the household must reapply for SNAP benefits.

2. If the change will result in an increase in benefits as a result of the reduction or termination of the TANF grant, the worker must issue the TANF advance notice, but must not take any action to increase the household's SNAP benefits until the household decides whether it will appeal the TANF advance notice.

If the household appeals and the TANF grant is continued, the household's SNAP benefits must continue at the previous level.

If the household does not appeal, the worker must act on the changes along with the change in the TANF grant. The 10-days for the worker to act on the increase is calculated from the date the TANF advance notice period expires.

**Examples:**

1. **Ongoing TANF/SNAP case reports an increase in earned income on the TANF October 5 TANF monthly report. The change results in a decrease in the TANF grant. The increased earned income and the decreased TANF grant must be acted for November benefits allowing for adequate notice as the change meets the criteria to decrease benefits.**
2. **Ongoing TANF/SNAP case calls the worker to report a household member left the home on October 25. Since the change will result in a decrease in TANF and requires advance notice for both TANF and SNAP, the household member must be removed and the decreased TANF grant must be anticipated for December benefits. The TANF advance notice and the SNAP advance notice must be issued on the same day.**

Whenever a change results in the reduction or termination of the TANF grant and the worker does not have sufficient information to determine how the change affects SNAP eligibility and benefit level (such as an absent parent returning to the household and the household asked to have its TANF case closed without providing any information on the income of the new household member), the worker must take the following action:

1. If the situation requires a reduction or termination of the TANF grant and requires a TANF advance notice, the worker must issue F419 at the same time it sends a TANF advance notice giving the household 10 days from the mail date to provide the needed information. Before taking further action, the worker must wait until the TANF advance notice period expires, or until the household requests a fair hearing, whichever occurs first.
  - a. If the household requests a fair hearing and elects to have the TANF grant continue pending the appeal, the worker must continue SNAP benefits at the same level.
  - b. If the household does not request a fair hearing and provides the information requested, the worker has 10 days to act on the changes and the change in the TANF grant allowing for advance or adequate notice.
  - c. If the household does not request a fair hearing and fails to provide the information, only the change in the TANF grant is acted on allowing for advance or adequate notice.
2. If the situation does not require a TANF advance notice, the worker must send F419 giving the household 10 days from the mail date to provide the needed information. If the household provides the requested information within the 10 days, the worker has 10 days to act on the information allowing for advance or adequate notice.

If the household fails to provide the requested information, only the TANF grant is removed when determining SNAP benefits.

**Example:**

**Ongoing TANF/SNAP case calls the worker on October 5 to report the absent parent returned to the household and asked to have their TANF case closed. The worker must send the F419 – Request for Information on the same day the TANF advance notice to close is sent allowing the household 10 days to provide the information for the absent parent.**

**The household provides the information on October 10. The worker must not act on the changes until October 15. If the household does not request a fair hearing for TANF, the change to add the absent parent and remove the TANF grant must be acted on.**

14. 430-05-67-15-20 – Unclear or Insufficient Information to Make a Benefit Determination. This section of policy was updated with additional case examples.

**Unclear or Insufficient Information to Make a Benefit Determination**

Whenever a worker receives unclear or insufficient information from a household and the worker is unable to determine the effect on the benefit, the worker must pursue clarification and verification of household circumstances using the following procedures:

1. The worker must send Notice - F419 "Request for Verification" to the household clearly advising the household of the verification it must provide or the actions it must take to clarify its circumstances. The household must be allowed 10 days from the mailing date of F419 to respond and to clarify its circumstances either by telephone or by correspondence.
2. If the household responds and provides sufficient verification within the 10-day period and it results in an increase in benefits, the worker

must act on the reported change within 10 days and send the household the appropriate notice.

3. If the household fails to provide verification within the 10-day period, the previously verified amount of the reported change is used and the benefit stays the same.

If there is no previously verified amount (i.e. household reports paying rent and previously had not), no change is made and the benefit stays the same.

**Example:**

1. **20 year old single individual is approved for SNAP and informed to report if her income exceeds the 130% GIL for a household size of one. During the review period, the 20 year old moved in with mom. The 20 year old must include mom's income in determining if her income exceeds the 130% GIL for a household size of one.**

**The 20 year old reports the move to the worker. The worker must send the F419 for the information needed to add mom to the 20 year olds case. If the household responds, mom is added to the 20 year olds case. The worker must then send the F741 –Household Over Gross Income Limit and Eligible- Reporting Requirement (Ongoing Case) or F742 – Household Under Gross Income Limit Reporting Requirement (Ongoing Case), whichever is appropriate, informing the household of their new reporting requirement based on the increased household size.**

**If the household fails to respond, the case continues until review.**

- 2. Boyfriend and girlfriend living in the same home apply for SNAP and are determined to be separate households and were approved for benefits. Since separate household status was established at the time of application, they do not need to include each other's income in determining if their income exceeds the 130% GIL.**

**During the review period, girlfriend reports they were married. The worker must send the F419 for the information needed to add boyfriend to girlfriend's case. If the household responds, the boyfriend is added to the girlfriend's case after allowing for advance notice to close the boyfriend's case. The worker must then send the F741 or F742, whichever is appropriate, informing the household of their new reporting requirement based on the increased household size.**

**If the household fails to respond, the cases continue until whichever household is required to complete the first review.**

4. If the household provides the verification at a later date and the change results in an increase in benefits, benefits are increased the month after receipt of the verification.

**Example:**

**If a household reports an ongoing decrease in income on October 15, the worker must send notice F419 to the household. If the household does not respond within 10 day of the mailing date, the reported and unverified change is not acted on when determining eligibility and level of benefits for November. The benefit stays the same.**

**On November 16, the household provides verification of the previously reported and unverified ongoing decrease in income. When determining eligibility and level of benefits for December, the verified change is made as it results in an increase in benefits.**

5. If the household responds and provides sufficient information/verification or provides sufficient information/verification at a later date and the change results in a decrease in benefits, the change must not be acted on until review.

**Exception:**

**If the change meets the criteria to reduce benefits, the change must be acted on within 10 days from the date the change was reported and a 10 day advance notice must be sent. If the change is reported in writing and signed by the household, a 10 day advance notice is not required. Adequate notice is required.**

**Example:**

**Ongoing SNAP/MA case. Client is paid twice a month and provides only one pay stub from the base month or provides a pay stub from the base month and one pay stub from the processing month. Year to date totals can be used. The worker sends notice F419 requesting additional information, because we cannot determine the effect on the benefit. If the household provides the second pay stub from the base month, the worker must determine if base month income results in an increase or decrease in benefits. If base month income results in an increase in benefits, the income must be used. If base month income results in a decrease in benefits, the income is not used. The previously verified amount of income is used.**

**If the household fails to provide the second pay stub from the base month, the previously verified amount of income is used.**

15. 430-05-67-15-25 – Action on Multiple Reported Changes. This section of policy was updated with additional case examples.

### **Action on Multiple Reported Changes 430-05-67-15-25**

If a household reports multiple changes that result in a decrease in benefits or no benefit change, the changes must not be acted on until review.

#### **Exceptions:**

- 1. If a household reports changes during the month of September that are being acted on at the same time as the annual changes that result in a decrease in benefits, then only the cost of living adjustments are used to increase benefits for October.**
- 2. If a household reports a change that meets the criteria to decrease benefits and other changes that result in a decrease in benefits or no change, then only the change(s) that meet the criteria to decrease benefits are acted on. The change(s) that meet the criteria to decrease benefits may then result in a decrease, increase or no change in benefits. The worker must document other changes were not acted on as they resulted in a decrease in benefits and did not meet the criteria.**

**If the changes meet the criteria to decrease benefits, the changes must be acted on within 10 days from the date the changes were reported and a 10 day advance notice must be sent. If the changes are reported in writing and signed by the household, a 10 day advance notice is not required. Adequate notice is required.**

If a household reports multiple changes that result in an increase in benefits or the benefit determination is unclear, the changes must be verified. If the household does not provide verification, the F419 – “Request for Verification” must be sent allowing the household 10 days from the mail date of the notice to verify the reported changes.

1. If the household provides verification of one, some or all of the reported changes within the 10-day period and it results in an increase in benefits, the worker must act on the verified change(s) within 10 days and send the household the appropriate notice. Changes that are not verified are not acted on.
2. If the household fails to provide verification of any of the reported changes within the 10-day period, the reported changes are not acted on, the previously verified amount is used and the benefit stays the same.
3. If the household provides verification of one, some or all of the reported changes at a later date and the changes result in an increase in benefits, benefits are increased the month after receipt of the verification.
4. If the household responds and provides sufficient information/verification of one, some or all reported changes or provides sufficient information/verification at a later date and they result in a decrease in benefits, the changes must not be acted on until review. Changes that are not verified are not acted on.

**Exceptions:**

1. **If a household reports changes during the month of September that are being acted on at the same time as the annual changes that result in a decrease in benefits, then only the cost of living adjustments are used to increase benefits for October.**
2. **If a household reports a change that meets the criteria to decrease benefits and other changes that result in a decrease in benefits or no change, then only the change(s) that meet the criteria to decrease benefits are acted on. The change(s) that meet the criteria to decrease benefits may then result in a decrease, increase or no change in benefit. The worker must document other**



**changes were not acted on as they resulted in a decrease in benefits and did not meet the criteria.**

**If the change meets the criteria to decrease benefits, the change must be acted on within 10 days from the date the change was reported and a 10 day advance notice must be sent. If the change is reported in writing and signed by the household, a 10 day advance notice is not required. Adequate notice is required.**

**Examples:**

- 1. A household reports the loss of a job and new employment. The worker sends Notice F419 requesting verification of new source and terminated source income. The household provides the last day of work and the final pay check (including any vacation pay) for the job loss and the number of hours they will be working, dates they will be paid and the first pay check that includes the hourly wage for the new source of income. The changes do not put the household over the 130% gross income limit. If the changes result in an increase in benefits, the changes must be acted on. If the changes result in a decrease in benefits, the changes are not acted on. The changes must be acted on at review.**

**If the household fails to provide verification of any of the reported changes within the 10-day period, the reported changes are not acted on, the previously verified amount is used and the benefit stays the same.**

- 2. A household reports the loss of a job and new employment. The worker sends Notice F419 requesting verification of new source and**

terminated source income. The household provides the last day of work and the final pay check (including any vacation pay) for the job loss but does not provide verification of the new source of income. Removing the income from the job loss results in an increase in benefits and must be acted on. The new source income is not acted on until review.

3. A household reports a new household member, a change in rent and a change in income. The worker is unclear what effect these changes have on the benefit and sends the F419 for verification needed to add the new household member, the change in rent and the change in income.

If the household verifies the changes and they result in an increase in benefits, the changes are acted on.

If the household verifies the changes and they result in a decrease in benefits, only the new household member is added as adding a new household member meets the criteria to decrease benefits.

4. A SNAP/MA household reports and verifies a change in earned income and resulting change in child care costs and reports a change in rent but does not provide verification. The worker also receives an SDX alert indicating a change in SSI income of a household member. The worker determines these changes result in an increase in benefits and sends the F419 allowing the household 10 days to provide verification of the rent expense.

**If the household fails to provide verification within 10 days, the worker must react to the verified changes in earned income, child care costs and SSI income. The change in rent is not acted on as it was not verified.**

**If the household provides verification, all changes must be acted on to increase benefits.**

**If after verification is received, the changes result in a decrease in benefits, only the change in SSI income is made as it meets the criteria to decrease benefits. The remaining changes must be acted on at review.**

**5. SNAP/ME case with multiple changes:**

- a. August 1, the worker receives a FACSES alert indicating child support was received in July.**
- b. August 9, the worker receives an SDX alert indicating a change in SSI for a child in the case.**
- c. August 17, mom reports her job ended and provides her last check.**

**On August 17, the worker enters base month child support income and the change in SSI income on the benefit calculator to determine the effect on the benefit. Mom's earned income is not used as the last check is not questionable and verifies the job end.**

**If the changes result in an increase in benefits, the changes must be acted on.**

**If the changes result in a decrease in benefits, only the change in SSI income is entered into TECS as the SDX alert meets the criteria to decrease benefits.**

**On August 20, dad reports he is receiving UIB and reports he received his first check on August 19. The worker determines this change will result in a decrease in benefits and it is not acted on as it does not meet the criteria to decrease benefits.**

**If the worker had not taken action on any of the changes prior to August 20, then all changes would be considered when determining the effect on the benefit.**

- 6. SNAP only household. On August 7 the husband reports he quit one of his two jobs. On August 10, the husband provides 1 of two paystubs from the job he is currently employed at.**

**The worker sends the F419 allowing the household 10 days to provide verification of the terminated source income and the remaining paystub from the current employment.**

**If the household fails to provide the verifications, no changes are made.**

**If the household provides the verifications, the changes are acted on if they result in an increase in benefits. If the changes result in a decrease in benefits, the changes are not acted on until review.**

- 7. SNAP/ME household provides pay stubs and a childcare billing form. The worker uses the benefit calculator to determine the effect on the benefit. The result is no change in the benefit amount.**

**Since there is no change to the last issued or noticed benefit amount, the worker must document no changes made as no change in the benefit. No changes are made in TECS.**

**If subsequent changes are reported, the worker must determine the effect on the benefit against the last issued or noticed benefit.**

- 8. Single pregnant woman applies and is certified in June and is claiming separate household status from the father of her child. On August 10th mom reports her child was born on August 3rd and she will be on maternity leave in August and September.**

**The worker must send the F419 requesting verification to add the baby, verification of maternity leave and verification needed to add the father of the child to mom's case.**

- a. If verifications are provided, dad and the baby are added to mom's case. The household is now subject to the GIL for a household size of 3.**

**If dad was receiving SNAP in his own case, dad's case must be closed with a 10-day advance notice before he can be added to mom's case.**

- b. If the verifications are not provided, no changes are made until review.

9. On August 15, the household reports an increase in rent from \$100 to \$125 and a new household member who is working 20 hours a week at \$8.50 an hour. The worker determines the changes will result in a decrease in benefits. The F419 is sent for verifications necessary to add the new household member as this meets the criteria to decrease benefits.

The household provides the verifications and the individual is added for September with a 10-day advance notice.

In October the household provides verification of the change in rent report on August 15. The worker determines the change in rent will result in an increase in benefit. The change must be acted on for November benefits.

- 10. Household reports income over the 130% GIL and an increase in child support paid. The worker determines the household remains eligible for a benefit; however it is a decreased benefit. Since these changes do not meet the criteria to decrease benefits, the changes are not acted on until review.**

- 11. Household reports an increase in income and a decrease in the child support obligation and payment. The worker determines these changes result in income over the 130% GIL for the household size and the household is not eligible for a benefit. The changes meet the criteria to decrease benefits and the case must be closed with adequate or advanced notice.**

16. 430-05-67-20 – Adding a New Household Member. Policy was clarified concerning when to send the F848 Affidavit/Notice for Work Registrants or F847 Affidavit/Notice for Best Registrants when adding a household member.

### **Adding a New Household Member 430-05-67-20**

When adding a new household member to an ongoing case, the individual is processed as a new applicant. The mandatory verifications apply to the new individual. If the individual is not exempt from the work requirements, the individual is also required to complete SFN 385 - Affidavit for SNAP Work Requirements or SFN 353 - Affidavit for BEST Registrants.

If the individual being added has received benefits in another household, state, or through the Food Distribution Program, the individual cannot be added.

#### **Exceptions:**

- 1. Initial application proration does not apply to the individual being added to the household.**
- 2. Drug felony and fleeing felon status is pursued at the next review completed after adding the new household member.**

If the household does not provide the mandatory verifications needed to add the individual, Notice F419 – “Request for Verification” is sent, along with the ~~SFN 385 or SFN 353~~ F846 Affidavit/Notice for Work Registrants or F847 Affidavit/Notice for Best Registrants if appropriate, allowing the household 10 days from the mailing date of the notice to provide the information needed.

If the household provides the mandatory verifications needed to add the individual within 10 days from the mail date and it results in an increase in benefits, the individual must be added to the household for the next benefit month. If because of when the change is reported, the 10 day timeframe extends into the next benefit month, a supplement must be issued.

If the household provides the mandatory verifications needed to add the individual and it results in a decrease in benefits, the worker must issue a

10 day advance notice unless the change was reported in writing and signed by the household. If the worker does not have 10 days for the 10 day advance notice, the individual is not added for the next benefit month, but must be added the month following the expiration of the 10 day advance notice.

If the household does not respond to the F419 within the 10 days from the mail date, the individual is not added until review.

**Exceptions:**

- 1. If the household reports their income exceeds the gross income limit for their household size with the addition of a new member and does not respond to the F419, the case must be closed for excess income.**
- 2. If the household fails to provide verification of the individual's expenses, the individual is added and the expenses are not allowed.**

If the household provides the verification at a later date, the change must be made to increase or decrease benefits the month after receipt of the verification.

The household is subject to the new gross income limit (GIL) once the individual has been added to the case. The worker must send notice F741 or F742 whichever is appropriate in addition to the appropriate notice advising the household the individual has been added to the case.

17. 430-05-67-50 – Adequate Notice. This policy section has been updated to include when changes are reported via e-mail and when another state reports all members have moved out of state and applied for benefits.

**Adequate Notice 430-05-67-50**

A household must receive adequate notice no later than the date the household receives or would have received its next benefit allotment. Adequate notice must be generated in the system by the worker on the



third to the last working day of the month to allow for two days mailing time to the household.

**Adequate notice is not required for increases in benefits.**

An adequate notice is required for the following changes:

1. When **verification is received from the household** and meets the following conditions:
  - a. Information is **reported in writing and signed by a responsible adult household member**, resulting in the reduction or termination of benefits, and
  - b. The worker can determine the household's allotment or ineligibility based **solely on the information provided** by the household.

Examples of Signed Verifications:

- Change report form for Medicaid
- Signed application for TANF, Medicaid, Child Care Assistance, or LIHEAP.
- Check stubs with household's signature.
- A child care form reporting a change with the household's signature.
- The cover sheet of a fax that contains the client's signature.

**Exceptions:**

1. **A handwritten return address on an envelope is not considered a signature.**
2. **Changes reported via e-mail are not considered signed by the household.**

2. **Case closure - household request.** The request must be made in writing by a household or in the presence of the worker and

documented. Notice F414 - Client Request must be sent to the household confirming the request. The household can request a fair hearing.

If the request is made by telephone or e-mail, a 10-day advance notice is required.

3. **Mass changes** for adjustments to eligibility standards, benefits, deductions, utility standards, grant adjustments, changes in federal benefits and the **annual SSA/SSI cost of living adjustments**. The State Office provides mass media notices.
4. Death of all household members.
5. When another state calls or sends an e-mail that a household is applying in their state or a household reports that all household members **have moved out-of-state**. The case must be closed for residency.
6. When the only individual in the household **moves out of the county** and enters into one of the following:
  - a. Long Term Care
  - b. Basic Care
  - c. ~~Public~~ Institution

**Exception:**

**If an individual moves into one of the facilities listed above within the county, a 10-day advance notice is required.**

7. **Completion of an underpayment.** When a household is entitled to an underpayment and has chosen monthly installments instead of a lump sum, and the household was previously notified in writing when the monthly installments would terminate.
8. **Joint TANF/SNAP application** results in the receipt of SNAP pending TANF grant approval and household is notified at the time of

certification that SNAP benefits would be reduced upon receipt of a grant.

9. When a member of the household is **disqualified for IPV** and benefits of the remaining members are reduced or terminated.
10. **Changing a household from cash repayment to allotment reduction** as a result of failure to make the agreed payments.

### **Fair Hearings 430-05-70**

18. 430-05-70-25 Continuation of Benefits. Added policy clarification concerning requests for continuation of benefits.

### **Continuation of Benefits 430-05-70-25**

~~If the request for hearing is made within ten days of the notice of adverse action timely and the household's [review period](#) has not expired, the household's participation in the program must be continued on the basis authorized immediately prior to the notice of adverse action unless the household specifically waives continuation of benefits.~~

A household's benefits must continue at the level prior to the notice of adverse action if:

- The request for hearing was made timely (within ten days of mail date of adverse action); **and**
- The household's review period has not expired; **and**
- The household has not specifically waived continuation of benefits

If the tenth day falls on a weekend or holiday the request for hearing and continuation of benefits will be considered timely if it is received the next business day following the weekend or holiday.

If the request for hearing and continuation of benefits is received after business hours on the tenth day the request will be considered timely.

A household is not eligible for continuation of benefits when:

- The initial application or review is denied.
- The benefit amount has been reduced as a result of changes reported and verified at review or a new application. Changes in the benefit amount at review or new application do not require a notice of adverse action.

Once benefits have been continued or reinstated, they must not be reduced or terminated prior to the receipt of the official hearing decision unless:

1. The review period expires. The household has the right to reapply and eligibility is determined for a new review period with a new benefit amount.
2. The hearing official makes a preliminary determination, in writing and at the hearing, that the household's claim that the worker improperly computed the benefit, misinterpreted or misapplied federal law or the federal regulation is invalid.
3. A new change affecting the household's eligibility or benefit occurs while the hearing decision is pending. The worker sends the household a 10-day advance notice for the new change and the household fails to request a hearing.
4. A mass change affecting the household's eligibility or benefit occurs while the hearing decision is pending.

The worker must promptly inform the household in writing if benefits are reduced or terminated pending the hearing decision.

If benefits are continued and the action taken by the worker is upheld by the hearing decision, a claim against the household must be established for all over issuances from the date the adverse action would have been applied.

If the request for hearing is **not made timely**, benefits must be reduced or terminated, as stated in the 10-day advance notice. If the household is

able to show good cause for filing a late request, benefits must be reinstated at the benefit level prior to the 10-day advance notice.

**Example:**

**A 10-day advance notice to terminate benefits is sent to the household on September 10. The household must request a fair hearing by September 20. If the household has not requested a hearing by September 20, benefits are not continued.**

**Intentional Program Violation (IPV) and Other Disqualifications 430-05-75**

19. 430-05-75-15-55 – County Action Upon Receipt of Signed Decision. Added additional policy to this section explaining a notice must be sent to the household informing them of the disqualification time frame even if the case is closed. **This is a change in policy.**

**County Action Upon Receipt of Signed Decision 430-05-75-15-55**

Review the decision **signed by the Executive Director** to determine if an IPV was committed.

If an IPV was not committed the household remains responsible for any over issuance and the claim continues as an inadvertent household error regardless of eligibility for benefits.

If an IPV was committed the worker must:

1. **Disqualify the individual:** For all disqualified individuals, including those not participating at the time of the disqualification order, the disqualification period begins with the first month following the date the individual receives the IPV findings and order. ~~written notification.~~ Send the appropriate notice to the household, even if the case is currently closed. Adequate notice is required.
  - F209 Fraud Action – Used when an application is denied as the only individual is disqualified for fraud.

- F410 Intentional Program Violation – Used when a case is closed as the only individual is disqualified for fraud.
- F737 Decrease in Benefits/Decrease Persons IPV – Used when an individual in an ongoing case is disqualified for fraud
- F848 IPV Notification/Closed Case – Used when an individual in a closed case is disqualified for fraud.

Once a disqualification penalty has been imposed it continues uninterrupted until completed. The household remains responsible for repayment of any over issuance that may have resulted from this violation, regardless of eligibility for benefits.

2. **Change the error cause code** for the claim to "FR" (SEOO, function 5) and set the participation code for the disqualified individual to "DF" if currently participating. Send Notice F818 – IPV – Over issuance to the household and set an alert for 10 days as the household has 10 days to return the signed Notice F818. After the 10 days has elapsed, change the recoupment percent from 10% to 20% (SEOO, function 5). For IPV claims, the amount of SNAP benefit reduction is the greater of 20% of the benefit or \$20 per month.

3. **Set a person/program alert on the PRAP screen (CAMP, function 19).**

20. 430-05-75-25 – Other Disqualifications. Household members convicted of a felony drug offense are disqualified for seven years from the conviction date rather than permanently. **This is a change in policy.**

### **Other Disqualifications 430-05-75-25**

#### **Sale of a Controlled Substance Involving SNAP Benefits**

An individual found by a federal, state, or local court to have used or received SNAP benefits, in a transaction involving the sale of a controlled

substance is ineligible to participate in the program and the appropriate TECS code on SSDO is DF:

1. For a period of 24 months for the first violation.
2. Permanently upon the second violation.

These penalties also apply in cases of deferred adjudication by the court.

### **Sale of Firearms, Ammunition, or Explosives Involving SNAP Benefits**

An individual found by a federal, state, or local court to have used or received SNAP benefits, in a transaction involving the sale of firearms, ammunition, or explosives is permanently ineligible to participate in the Program and the appropriate TECS code on SSDO is DF.

This penalty also applies in cases of deferred adjudication by the court.

### **Fraudulent Statements Regarding Identity or Place of Residence**

An individual found to have made a fraudulent statement or representation with respect to identity or place of residence in order to receive duplicate benefits (both in state and out-of-state) is disqualified for 10 years and the appropriate TECS code on SSDO is DF.

The guilty decision must have occurred on September 20, 1996, or after and the 10-year time frame starts the month following the month the individual was found guilty in a state or federal court anywhere in the nation.

If the guilty decision was issued from the Administrative Hearing Office, the 10-year time frame starts the month following the month of receipt of the signed Findings and Order.

Continuing to receive benefits in one state after moving to another constitutes making a fraudulent statement or representation with respect to identity or place of residence in order to receive duplicate benefits. When this occurs, a claim must be established and IPV pursued by the state the individual is currently residing in.

**Fleeing Felons, Parole or Probation Violators**

An individual who is a fleeing felon, parole or probation violator is ineligible to participate in the program and the appropriate TECS code on SSDO is DF.

If an individual indicates on the application, application for review or reports that they are a fleeing felon, parole or probation violator, the worker must obtain information to substantiate the report. Any information received must be forwarded to the State SNAP Office. The State SNAP Office will review the information to determine if the violation disqualifies the individual from the SNAP and notify the worker. If appropriate, the State SNAP Office will enter the disqualification on the sanction screen in TECS, change the individual's participation code to DF and enter the individual into the DRS system.

**Drug Related Felony**

An individual convicted of a felony for possession, use, or distribution of illegal drugs is ineligible to participate in SNAP for seven years from the conviction date of the offense when the act occurred after August 22, 1996.

If an individual is convicted of a drug related felony, the following information must be sent to the State SNAP Office for review on the SFN 376 - Drug Related Felony Review form:

- Eligibility Worker's Full Name and County
- Individual's Date of Birth
- Individual's Full Name and Middle Initial
- Case Number Individual is Participating In
- Individual's Client ID Number
- Sex of Individual
- Copies of the Criminal Complaint and Judgment or Order which substantiates the individual's drug-related felony



In order to determine whether an individual's conviction is disqualifying, the court documents sent to the State Office must include the date of the offense(s), the sentence or judgment of the court and the nature of the offenses. This information is usually contained in the Criminal Complaint and Judgment document. However, the offense date is not always listed on the Criminal Complaint and Judgment.

If the Criminal Complaint and Judgment document does not contain the offense date(s) please request a copy of the "Information" or "Criminal Information" document and forward it to the State Office. The "Information" or "Criminal Information" document will include the offense date(s).

If an individual is convicted in a federal court, the court documents may not indicate whether an offense was a misdemeanor or a felony. In that case, the court documents should be forwarded to the State Office even without that information being provided.

The State SNAP Office will review the information to determine if the conviction disqualified the individual from SNAP and notify the worker. If appropriate, the State SNAP Office will enter the disqualification timeframe on the sanction screen in TECS and change the individual's participation code to DD.

If an individual reports their felony has been reduced to a misdemeanor, the eligibility worker will complete the SFN 376 with the required information and resubmit the Criminal Complaint and Judgment documents to the State SNAP Office. If the client regains eligibility, the eligibility worker will receive notification and an end date will be added to the IPSA screen in TECS. Clients will regain eligibility following the month of report or at the next SNAP review.

If an individual is currently disqualified contact the State SNAP office for a review of the criminal complaint and judgment at their next review or new application. If the client regains eligibility, the eligibility worker will receive notification and an end date will be added to the IPSA screen in TECS.

### **Trafficking Benefits**

Individuals convicted by a Federal, State, or local court of trafficking benefits for an aggregate amount of \$500 or more are permanently

ineligible and the appropriate TECS code on SSDO is DF. Aggregating involves the accumulation of separate dollar amounts for separate but related trafficking offenses leading up to a conviction.

### **Claims 430-05-80**

21. 430-05-80-23 IEVS Added policy to include PARIS hits.

### **IEVS and PARIS Hits 430-05-80-23**

IEVS UIB and PARIS Interstate hits meet the criteria to decrease benefits and must be acted on.

IEVS UFO, IEVS Quarterly Wage Matches, PARIS Veteran Benefit Matches, and PARIS Federal Income Hits are only acted on if verification is obtained for Medicaid or TANF.

For SNAP only cases, IEVS UFO and IEVS Quarterly Wage Match alerts can be cleared upon receipt. PARIS Veteran Benefit Matches and PARIS Federal Income Hits will not be generated for SNAP only cases.

For combination SNAP, Medicaid and TANF cases, if the verifications are requested and received for Medicaid or TANF, the verifications must be used for SNAP to determine if a claim exists and to establish the claim.

#### **Examples:**

- 1. Worker received an IEVS Quarterly Wage Match alert on a combination SNAP and Medicaid case. The worker is required to follow up on the wage match for Medicaid and sends a Medicaid request for verification. The household provides verification of earnings that should have been reported at application. The worker must establish a client error claim and determine if IPV should be pursued.**
- 2. Worker received a quarterly wage match on a combination SNAP and Medicaid case. The**

worker is required to follow up on the wage match for Medicaid and sends a Medicaid request for verification. The household provides verification of the quarterly wage match. The verification indicates the gross income was received during the review period and did not exceed 130% of poverty for the household size. This information must not be acted on to decrease benefits. There is no claim, as the household was not required to report these earnings. This must be clearly documented in the casefile.

3. Worker receives a quarterly PARIS Veterans Benefit match on a combination SNAP and Medicaid case. The worker is required to follow up on the wage match for Medicaid and sends a Medicaid request for verification. The household provides the verification of the PARIS Veterans Benefit match. The verification indicates the gross income was received during the review period and exceeded the 130% GIL for the household size. This information must be acted on as it meets the criteria to decrease benefits. The worker must determine if a claim needs to be established based on 10-10-10.